Technical and Engineering Communities (TEC) Sector Operation Guide

Committee on Rules (COR) Approved
12-8-2022

TEC SECTOR OPERATION GUIDE

REVISION HISTORY

Revision	Date	Description
0	Dec. 8, 2022	COR approves new Operation Guide, Initial Issue

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1. PREFACE

1.1 AUTHORITY

ASME Constitution C 5.1.1 states: “The Society membership may be divided into smaller units for administrative and technical activities.” ASME Constitution C 5.1.2 states: “The provisions of the Constitution and By-Laws and Society Policies established by the Board of Governors of the Society shall govern the procedure of all units of the Society, but no action or obligation of such units shall be considered an action or obligation of the Society as a whole.” ASME By-Law B 5.5 establishes the Technical and Engineering Communities (TEC) Sector, led by the TEC Sector Council.

1.2 COUNCIL CHARTER

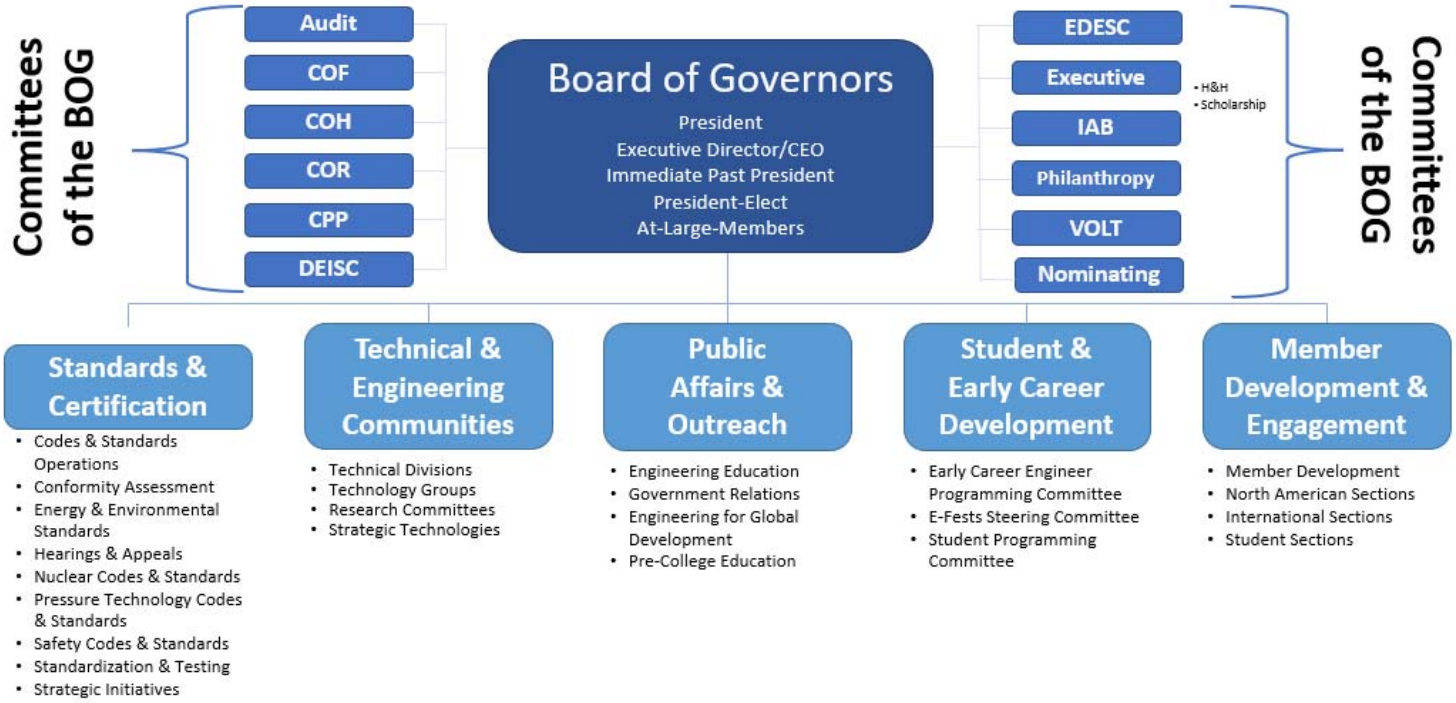
The TEC Sector Council is chartered by the Board of Governors to provide oversight of all ASME conferences, events, expos, symposia, seminars, workshops, webinars, and related technical presentation activities. The Sector engages individuals and groups in advancing engineering, skill, art, science, knowledge, and practice; and in planning, developing, and delivering technical events and content in the form of products, services, networking opportunities, conferences, events, and other delivery mechanisms. The Sector satisfies the primary mission of the Society to advance engineering for the benefit of humanity. While the focus is on technical development, the Sector may also include significant commercial or non-technical activities within the scope of products and events delivered. Activities shall be coordinated towards mutual benefit to multiple stakeholders, other Sectors within ASME, and ASME as a whole. Activities shall be conducted in a fiscally responsible manner. The ASME Volunteer Organization, as of September 2022, is presented in Figure 1 based on activity; for the most current version please visit: www.asme.org.

1.3 PURPOSE OF THE OPERATION GUIDE

The purpose of this Operation Guide is to supplement Society By-Laws and Policies by defining the structure, responsibilities, and operations of the Sector. This includes defining the key responsibilities of the Sector Council volunteers and staff, providing guidance and assistance in accomplishing the major goals of the Society, defining actions that are regularly required from the Sector, and assisting with routine actions of administration, overview, and coordination.

It is recognized that each Division and Research Committee maintains its own Operation Guide that complies with ASME policies, and the guidelines outlined in the TEC Operation Guide. The Division and Research Committee Operation Guides should include, at minimum, a description of the group, its organizing structure, member roles and responsibilities, processes and procedures, succession plan, finances, and rules on voting, quorums, etc. Division and Research Committee Operation Guides should be reviewed regularly by the committee’s leadership and ASME staff, to ensure alignment with the Sector guidelines.

Figure 1 – ASME Volunteer Organization
(as of September 2022)



2. SECTOR STRUCTURE

2.1 COUNCIL

The Sector organization structure is comprised of the Council and multiple groups that report to the Council. The structure, as of September 2022, as depicted in Figure 2. For the most current version of TEC's structure, please visit the TEC Sector web page. The TEC Sector Council leader is the Senior Vice President (SVP) appointed by the ASME Board of Governors (BOG) to lead (or chair) the Sector Council and shall be an ASME member in good standing. The Council oversees the activities of Divisions, Research Committees, Technology Groups, and other committees that report to the TEC Council (collectively referred to as Groups). The Council Voting Members consist of the SVP, two Vice Chairs (VC) and two Members-at-Large (MAL). The staff Managing Director, Operations Director, Senior Managers, and Coordinator of TEC Operations work closely with the Sector Council and its Groups as non-voting partners. The TEC Sector Council and the Groups under the TEC Sector should hold meetings on a regular basis as determined by the respective Chair of said Groups, and such meetings should include at least one staff member. The qualifications for TEC Council Leadership can be found in Attachment A.

2.1.1. COUNCIL COMPOSITON

The Sector seeks to achieve a composition of members on the TEC Sector Council that represents a global and diverse balance of backgrounds from industry, academia and government. The composition shall reflect balance of experience from different primary technical disciplines and diversity in global markets that align with the ASME strategy. The composition should also reflect the diversity, equity, and inclusion policies of ASME. A Model Statement for a diverse, equitable and inclusive ASME Leadership is included in Attachment B.

2.1.2. SENIOR VICE PRESIDENT SELECTION & TERM

The incoming SVP shall be nominated by the TEC Sector Council from among any qualified candidates, as noted in By-Law B5.5.1.3. The candidate is nominated by the TEC Sector Council for approval by a vote of the Board of Governors to a term of 3 years. There must be a gap of one year after a 3-year term before an SVP can be nominated to serve again as the SVP. Applications may be submitted through the application process as prescribed by the Sector Council. In the event that the initial Council nominee is not confirmed by the BOG, both the Council and the BOG shall consider other qualified candidates until a Council nomination is approved by a vote of the BOG. In all cases, the Council and BOG should consider the qualifications and compositional balance of any SVP candidate as outlined in this Sector Operation Guide.

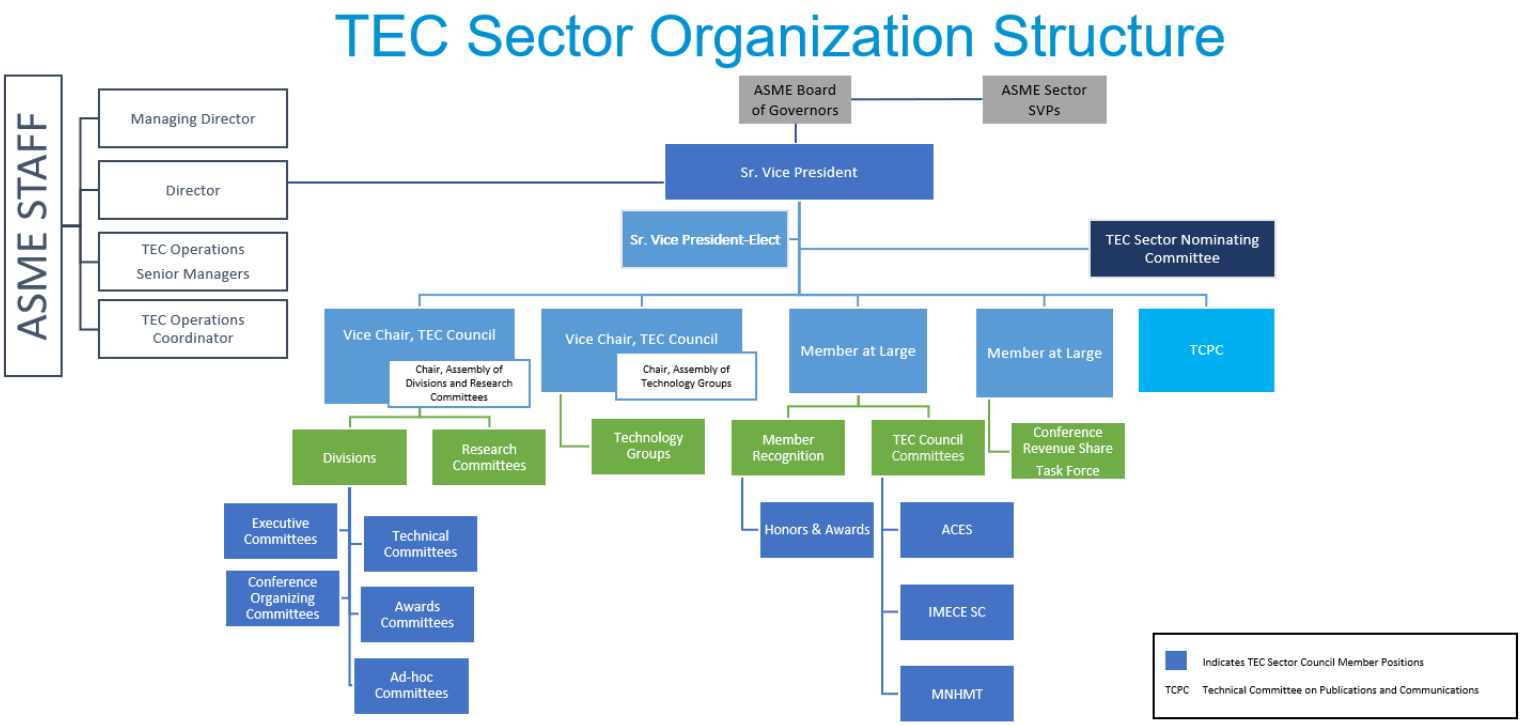
2.1.3. TEC SECTOR COUNCIL MEMBERS SELECTION & TERM

The TEC Sector Council Members are usually Subject Matter Experts (SME's) in one or more of the major focus topics within the Sector market(s). The Council Vice Chair and Member-at-large nominees shall be selected by the Council from among any qualified candidates identified by the Council. Terms are for 1-, 2- or 3-years at the discretion of the TEC Sector Council. VC and MAL nominees shall be ASME members in good standing and are approved by the Board of Governors.

2.1.4. PERSONNEL REMOVAL

A TEC Sector Council member may be removed for cause and replaced by a two-thirds majority vote of the remaining TEC Sector Council Voting Members, after careful and informed consideration. A TEC Sector Council member may also be removed for cause by the Senior Vice President, if such a need is clearly indicated. According to By-Law B4.1.5, this action must be ratified by the Board of Governors in order to take effect.

Figure 2 – TEC Sector Organization Structure
(as of September 2022)



2.2 TECHNOLOGY GROUPS

Technology Groups identify new opportunities within a technology or industry and broaden ASME's portfolio of offerings for technical communities. Technology Groups are made up of member and non-member subject matter experts however, Technology Group Chairs must be ASME members. Details regarding Technology Group (TG) operations can be found in Attachment C.

2.3 DIVISIONS

Divisions represent a collaborative community of individuals interested in a specified technical area of interest. Each Division is led by an Executive Committee (EC) who oversees the activities of the Division. The TEC Council has outlined metrics for healthy Divisions and Research Committees, which can be found in Attachment D.

2.4 RESEARCH COMMITTEES

Research Committees are comprised of representatives from academia, government and industry who are brought together to explore the research needs in technologies relating to a type of increasingly sought out area of engineering. Research Committees interface with other organizations, conduct independent research and publish research studies. Each Research Committee (RC) is led by a group of volunteers identified by its members. Research Committee leadership oversees the activities of the

committee. The TEC Council has outlined metrics for healthy Divisions and Research Committees, which can be found in Attachment D.

2.5 OTHER COMMITTEES REPORTING TO THE TEC SECTOR COUNCIL

Committees reporting to the TEC Sector Council include conference committees that are not assigned to a Division or are associated with multiple Divisions, and do not include conference committees associated with any one particular Division, Research Committee or Technology Group. Additional details and guidelines on these committees can be found in Attachment E.

2.6 TECHNICAL COMMITTEE ON PUBLICATIONS AND COMMUNICATIONS

The Technical Committee on Publications and Communications (TCPC) is responsible for publications of the Society, except that the Standards and Certification Sector shall be in charge of codes and standards. TCPC responsibilities include short and long-range planning for development and coordination of Society technical information activities in the form of Journals, Conference Proceedings, and reference books. The TCPC reports to the TEC Council. TCPC operations are governed by Society By-Laws B5.5.1.6, B7.1, Society Policy 12.6, 12.7, 12.13 and managed with the TCPC Operation Guide.

2.6.1. TCPC REPRESENTATIVE

The TCPC Chair serves as TCPC Representative to the TEC Sector Council. In cases when the TCPC Chair cannot serve long term in that capacity, the TCPC Representative shall be nominated by the TCPC, an active TCPC member, and approved by the TEC Sector Council for a term of 1-year. The maximum number of consecutive terms shall be governed by Society Policy 4.4.

3. TEC COUNCIL PROCESSES

3.1 MEETINGS & VOTING

The TEC Sector Council shall have regularly scheduled meetings to conduct business. The SVP (or their designee) presides at all Council meetings. The meeting agenda shall be set by the SVP in consultation with the TEC Operations Director. The Director shall distribute meeting notifications, agendas, and logistics for each meeting to Council members prior to each Council meeting. The Council will meet as needed, but no fewer than two times per year. Council meeting minutes shall record votes on major decisions made by the Council and be posted to the TEC Sector Council page on ASME.org. The Council shall appoint a Secretary for each meeting to record draft minutes for subsequent approval by Council vote. A quorum shall consist of the presence of a simple majority of the established number of Voting Members of the Council at a formally called Council meeting. Votes shall be determined by a simple majority vote of a quorum of Voting Members at a duly called Council meeting, unless otherwise specified in the Operation Guide. Voting may be conducted by voice, letter, electronic, or other balloting means at the prerogative of the SVP.

3.2 APPEALS

Any action or inaction of a Group under the TEC Sector relating to decisions or activities of said Group, may be appealed by any ASME member, staff, or outside entity. Details regarding the appeals process can be found in Attachment F.

3.3 BUDGETING

The Council has a fiduciary responsibility to guide the TEC Sector according to budget commitments. The Council shall follow the ASME prescribed budgeting process for the Sectors. The process requires the Council to follow the ASME financial calendar and to provide budget input according to the schedule and requirements of the ASME Committee on Finance (COF) and ASME's Finance Department. The Council shall periodically conduct a review of budgets. All planned TEC Sector Council activities shall be included in the budget, including all revenues and all expenses. The overall Sector budget includes results from all conferences and events. The Sector operates under the ASME General Fund. Details on budget and other finance information for the TEC Sector can be found in Attachment G.

3.4 STRATEGIC PLANNING

The Council shall create and annually review and/or update a multiyear strategic plan for the overall TEC Sector. Following each update, the strategic plan will be communicated to all Sector Committees and individuals that may be interested in aligning with the Council. Sufficient information shall be included in the broadly communicated version of the strategic plan to allow individuals and groups to align with the TEC Sector Council without disclosing any confidential business information.

The leadership of TEC's Technology Groups, Divisions, and Research Committees shall create and annually review and/or update their own strategic plan that reflects their goals and plans for their Group. The strategic plan should align with the TEC Sector and shared with the Council as part of their basic operating functions.

3.5 MARKET & TECHNICAL RESEARCH

An objective of the Council is to plan, support and/or conduct market or technical research that will facilitate alignment of the Sector with market and technology trends and provide data for clearly identifying Sector or mission-related opportunities. While much of the research may be done at the

Technology Groups level, the Council shall maintain the ability to conduct and review market and technical research.

3.6 OPPORTUNITY EVALUATION

The Council solicits and evaluates new opportunities for event and content development or delivery. Any new opportunity proposed by an individual or group may be considered. The TEC Sector Council provides evaluation for those opportunities raised by an individual or a group to the Sector level, including opportunities that are raised by Technology Groups who wish to have additional review or input by the Council.

The Sector can also draw on the ASME enterprise content ecosystem and market intelligence to identify opportunities or ideas. Before moving any new idea or opportunity into development, the Council may review business plan and financial analyses, including potential surplus, cost, resource requirements and analysis of risk for ASME. Society-approved templates for such analyses will be used by the Sector.

3.7 TEC COUNCIL OVERSIGHT

The Council has responsibility for oversight of the Technology Groups, Divisions, Research Committees, and other committees that report to TEC in its purview and shall periodically review their performance. Each of these Groups shall prepare a thorough status report of current projects. The Council shall establish metrics and determine a cadence for reporting and regular review of Technology Groups, Divisions and Research Committees. Details regarding performance and health metrics for Technology Groups, Divisions and Research Committees can be found in Attachments C and D, respectively.

3.8 GUIDELINES FOR CONTENT AND EVENTS

The Council has a responsibility to engage individuals and groups in planning, developing and conducting technical content and events. All individuals and groups are encouraged to work closely with the Technology Groups, Divisions and/or Research Committees in those areas where the group or individual proposes to plan, develop, or deliver events and/or content. The Council works with staff to develop conference guidelines regarding content and event planning, development, and delivery.

3.9 SECTOR COMMUNICATION

The Council has a responsibility to communicate with its committees, individuals, other Sectors, and other ASME units. The Council shall have a plan to communicate on a regular basis. See Attachment H for details on communications and reporting.

3.10 QUALITY, TOOLS & TRAINING

The Council has a responsibility to ensure the overall technical quality of the events and content produced by ASME. Therefore, the Council may charter ad-hoc committees to review and recommend improvements to ASME's processes for content and event planning, development, and delivery. The Council may also charter ad-hoc committees to implement tools and processes to improve both the business processes and/or the delivery processes.

4. GENERAL PROCEDURES AND RULES

4.1 TEC SECTOR ORGANIZATION CHART

A TEC Sector organization chart shall be prepared and published on the Sector page of ASME.org each year to reflect changes among all the TEC Sector volunteers and staff. The chart shall clearly identify the Council and committee structure, include names of the committees and the name and position of each contributing Council and Staff member.

4.2 EXECUTIVE SESSIONS

The TEC Sector Council can hold executive session(s) during Sector Council meetings at its discretion, with attendance limited to members of the TEC Sector Council and staff; other individuals may be invited by the Council to attend as well. Executive sessions shall be used for: Sector elections and appointments; private matters involving Sector individuals; and for delicate and business confidential topics where ASME proprietary information may be discussed. Essential conclusions or decisions of the executive session, such as elections and appointments, shall be reported, without details of discussions or individual vote tallies. Private and completed topics, such as disciplining of Sector members, shall not be reported. Inconclusive discussions shall not be reported.

4.3 ENGAGING GROUPS

The TEC Sector has a primary responsibility to engage groups in ASME new product development, technical content, events planning, and delivery. Groups, as well as individuals, may submit proposals for event and content planning and development to the TEC Sector Council. Proposals shall be submitted according to the procedures identified by the Council and shall include business and financial plans.

The Council shall communicate information regarding these activities on a regular basis. The Council may enlist subject matter experts from the groups and/or individuals to provide guidance, insight, and data on particular markets, technologies, or products.

4.4 FUNDING GROUPS

The TEC Sector has primary input into the allocation of funds to groups and projects to facilitate new product development, technical events, content, and delivery. Funding shall be guided by the TEC Development Fund guidelines, when applicable, business plans, and financial plans, and allocated based on the potential of a group or project to contribute to new product development, technical events, or other pertinent content in the Sector. Funding recommendations, including the possible use of TEC Development Fund dollars, for submitted proposals will be made by the Sector Council on a priority basis that considers the overall portfolio and priorities of the Sector. The guidelines for TEC Development Fund proposal funding, as well as the proposal form, can be found in Attachment I.

4.5 CROSS-COLLABORATION ACTIVITIES

The TEC Sector Council is responsible for fostering synergy among its Groups and with other Sectors to achieve the greatest mission impact. To this end, the TEC Sector Council will continuously look for opportunities for cross-collaboration. The Council is responsible for establishing metrics that encourage TEC Groups and other Sectors to work together.

In many cases, overlaps may be desirable and thus encouraged to ensure that the highest quality event and/or content is developed and that the Sector achieves maximum exposure and delivery for content. The Sector Council will work to resolve any discrepancies or potentially undesirable or unintentional overlaps.

4.6 CALENDAR OF EVENTS

The TEC Operations Staff is responsible for monitoring the Calendar of Events as displayed on ASME.org and working with the Events Management Staff and Marketing Departments to ensure ASME's official online calendar of events is accurate.

4.7 ONLINE WEB PRESENCE

TEC Sector leaders are responsible for working with staff to facilitate general online communication through the asme.org site or approved social media platforms for official TEC communication.

4.8 SECTOR RECORDS

Reports, documents, and the reportable results of meetings shall be maintained on the appropriate Sector ASME.org page.

4.9 PROPRIETARY/CONFIDENTIAL INFORMATION

The TEC Sector is market focused and, as such, often reviews information that is proprietary and confidential to ASME. The TEC Sector Council members, as well as Group leadership, shall sign a Volunteer Leader Participation Form as a condition for their selection. Any information that is marked proprietary or confidential to ASME shall not be forwarded, copied or distributed without the express permission of the originator. The Volunteer Leader Participation Form is included in Attachment J.

4.10 KEY PERFORMANCE INDICATORS

The BOG establishes enterprise-wide metrics and key performance indicators (KPIs) to implement ASME's enterprise strategies, goals, and objectives. The TEC Sector shall develop corresponding metrics and KPIs that align to and support achievement of ASME's enterprise-wide organizational and business objectives. The TEC Sector's performance is assessed in part based on how the Sector's programs are contributing to meeting the targets of both ASME's and the Sector's objectives.

4.11 SPONSORSHIP AND FUNDRAISING

TEC Groups and committees may seek sponsorship and conduct fundraising for TEC Sector activities according to the guidelines provided in Attachment G. The guidelines for solicitation and acceptance of funds are shown in Society Policy P-2.7.

4.12 SCHOLARSHIPS

Details regarding scholarships are provided in Attachment G.

4.13 AWARDS

The TEC Sector in collaboration with the ASME Awards Department has the authority to develop "strategic" technical awards designated for recognizing individuals or groups in specific technical areas, community service and development. The TEC Sector may develop special contests and recognition award programs such as outstanding industry contribution, outstanding project, outstanding individual technical achievement, and others. The TEC Sector awards are typically the highest level awards in the field and should be presented with a ceremony that is commensurate with the level of the award. The TEC Sector Honors and Awards Guidelines that include a listing of all TEC Sector awards, the application process and the process for selecting the award recipients are provided in Attachment K. The TEC Sector Honors and Awards Guidelines specify if the awards are sponsored and if they include an honorarium. The TEC Sector has the authority to review and approve all requests for new technical honors and awards associated with Groups under the TEC Sector to ensure that awards are consistent with TEC Sector strategies. The TEC Sector also provides guidelines for conference organizers to ensure that the TEC Sector awards are emphasized in an appropriate manner at an event. All requests for

Group level awards are referred to the ASME Awards Department. Procedures for elevating an existing award to the Society level, or for establishing a new award at the Society level, are provided in Society Policy P-3.2.

The ASME Committee on Honors may ask the TEC Sector Council to provide venues for presenting ASME Society-level awards.

4.13.1. SERVICE AWARDS

TEC Sector Council Leaders are encouraged to participate in the Dedicated Service Award ("DSA") program. Nominations are made by submitting the Dedicated Service Award Nomination Form according to the instructions on the form. Nominations may be made until December 1 for the preceding Society year. The TEC Sector may nominate up to 12 members each year.
The TEC Sector Council is also encouraged to use ASME Certificates of Appreciation to recognize the achievements and service of individuals serving the Sector.

4.14 NOMINATING COMMITTTEE REPRESENTATION

The TEC Sector Council generates recommendations for alternates of the Nominating Committee each year. The five Senior Vice Presidents will jointly review all of the recommendations for alternates of the Nominating Committee and select five to be nominated for election to the Nominating Committee pursuant to By-Law B4.2.2.1. Ample time for the selection shall be scheduled, so that all candidates can be adequately evaluated and have sufficient time to plan to attend the Annual Meeting. Nominating Committee members should have a broad and successful record of volunteer-leadership, and a thorough knowledge of the Society. Additional details are shown in Attachment L.5

4.15 TEC SECTOR NOMINATING COMMITTTEE

The TEC Sector Nominating Committee (TEC NC) supports the TEC Sector Council in identifying qualified candidates for appointment to the TEC Sector Council. Attachment L provides details and information regarding the TEC NC.

4.16 TRAVEL EXPENSES

Travel expenses shall be in accordance with ASME Policy P-4.5. All persons are expected to travel and lodge in a safe, respectable, reasonable, and modest manner. Economically-advantageous "early" travel reservations are encouraged for lower fares, with subsequent unavoidable cancellation fees eligible for reimbursement. In instances of combined personal travel and travel for ASME business purposes, only properly proportional expenses may be submitted. A list of persons eligible for travel reimbursement, as well as a list of allowable expenses for reimbursement, shall be defined in the budget plans submitted by the TEC Sector Council and/or its Groups and shall be communicated to the individual receiving reimbursement.

4.17 APPOINTMENTS TO EXTERNAL PEER ORGANIZATIONS

In an effort to avoid any misrepresentation of ASME or the TEC Sector to other societies and organizations, the TEC Sector does not make appointments to external peer organizations. Such appointments, if any, shall be made through the Board of Governors in accordance with Society Policy P-4.2.

4.18 AD HOC COMMITTEES

Ad Hoc Committees assist the Sector by handling a specifically defined single project. Ad Hoc Committees automatically dissolve upon completion of a task or submittal of a final report and may be dissolved earlier for lack of progress or changes in Sector needs. Sector Ad Hoc Committees shall be

defined by the Senior Vice President. Ad Hoc Committee member appointments shall be made by the Senior Vice President after consultation with the respective members of the Sector Council.

4.19 SECTOR OPERATION GUIDE

The TEC Sector Operation Guide shall be maintained by the TEC Sector Council. The TEC Sector Operation Guide should be revised as needed and reviewed by the Council at least once every three years. Questions and suggestions for improvements and additions shall be directed to the SVP for explanation, clarification, or adoption via proper procedures.
Any TEC Sector Council member may propose a change to the TEC Sector Operation Guide. Policies may be added, deleted, or revised by a simple majority of a quorum of Voting Members at a duly called Council meeting. The Secretary will maintain the official record of all Council actions as related to policy revisions.

The normal procedure for handling changes to the TEC Sector Operation Guide will be for the Council to consider the proposed policy change at a duly called Council meeting, and to vote on the proposed policy change at a subsequent Council meeting. This ensures that adequate time is allowed for careful consideration, further investigation into related issues, etc.

An expedited procedure for handling changes to the Operation Guide is also provided. Proposed policy changes may be distributed prior to a Council meeting, or at a duly called Council meeting, with a request to act upon the proposed policy change at the same Council meeting. A two-thirds majority vote of the Council is required to approve an expedited policy change in this manner.
The revision number and effective approval date of the Operation Guide shall appear on its front page, and a list of all revision dates shall be included in the document. Attachment documents and forms, which may be issued or revised at different times, shall also contain an effective date and a list of all revision dates.

The Committee on Organization and Rules (COR) must approve any changes to the Operation Guide.

ATTACHMENT A - TEC Sector Council Leadership Qualifications

A1. POSITION TITLE: SENIOR VICE PRESIDENT (COUNCIL CHAIR)

SECTOR: TECHNICAL AND ENGINEERING COMMUNITIES

I. POSITION SUMMARY

The TEC Sector SVP serves as the Council Chair and leads/advises the Sector Council on major business and product development initiatives for technical content to advance ASME's mission. The SVP must have the skill and experience necessary to work with the ASME President, Board of Governors, and the Executive Director/CEO in developing and implementing long-term planning, key strategies, and growth in accordance with the strategic goals of ASME. The SVP applies broad market and technical knowledge to review opportunities, business plans, and plans for technical content development and delivery across the TEC Sector and other Sectors of ASME. The SVP applies a high-level of leadership, strategic thinking, delegation, and organizational skills to collaborate with other ASME Sectors, Committee Chairs, volunteer leaders, and staff to achieve organizational goals. The SVP interfaces with the Board of Governors and Executive Staff and a broad range of ASME groups and customers to effectively establish strategic direction, communicate priorities, secure resources and support Sector objectives. The SVP presides at Council meetings, collaborates with staff and volunteer leaders and has Enterprise-level objectives in common with their staff counterpart(s) at the Council level.

The TEC Sector SVP is an officer of ASME and shall serve a term of three years. The SVP must be a corporate member.

II. MAJOR DUTIES

- Facilitates communication with the Board of Governors and other ASME Sectors
- Collaborates with Council members & ASME staff
- Identifies strategic market and technology direction
- Manages long-term planning for the TEC Sector
- Develops strategy and creates budgets, with input from staff and Council members
- Reviews and evaluates new opportunities
- Advises and contributes to research initiatives
- Reviews Technology Group content development initiatives
- Leads the volunteer groups under TEC Sector's purview
- Ensures Sector compliance with established policies
- Ensures activities comply with and advance ASME's mission
- Oversees the Committees that report to the TEC Sector
- Manages the appeals process among Committees and volunteers
- Management of the TEC Development Fund process
- Works with staff to develop the TEC Council meeting agendas
- Participates in the selection of an ECLIPSE Intern and selection of a mentor for the Intern
- Attend all open sessions of the Board of Governors and, if invited, to Board closed sessions
- Serve as spokesperson for the Sector according to the guidelines of Society Policy P-15.1
- Interacts with government, business, and academic leaders worldwide to further the goals of ASME

III. SKILLS, ABILITIES AND EXPERIENCE

- Expert knowledge in one or more target markets, technical disciplines & applications
- R&D/product management/product development
- Customer and business development
- Strategic & operations planning
- Market research & communications
- Program/project management
- Conference organizing and publishing
- Managerial/executive experience
- Experience with ASME products and services
- Experience in addressing issues of ethics, compliance, and risk management
- Financial budgeting and cost management
- P.E. license preferred, but not necessary

A2. POSITION TITLE: COUNCIL VICE CHAIR (two positions)

SECTOR: TECHNICAL & ENGINEERING COMMUNITIES

I. POSITION SUMMARY

The position of Vice Chair represents the Senior Vice President (SVP) upon absence, while having the skill and experience necessary to communicate and execute ASME strategy. This necessitates significant interaction with the SVP, ASME staff, and the volunteers of ASME to ensure that key performance metrics are met. The Vice Chair participates in strategic business planning of events and content development across the Sector. The Vice Chair applies broad market knowledge and strong technical knowledge to review market opportunities, business plans, content plans, and detailed project, conference and event plans for content development and delivery. The Vice Chair applies a high-level of leadership and organizational skills to collaborate with the Technology Group Chairs, Division Chairs, and volunteer leaders of the committees that report to the Council, to achieve organizational goals. The Vice Chair has Enterprise-wide and Sector objectives in common with staff counterpart(s)/partner(s).

II. MAJOR DUTIES

- Each Vice Chair shall serve as Chair of their respective Assembly – Assembly of Technology • Groups and Assembly of Divisions and Research Committees
- Active participation in TEC Sector Council meetings
- Leadership in strategic market and technology direction
- Works with the SVP to develop strategy and review budgets
- Collaborates with the TEC Council, volunteer leaders and staff
- Leads the new product development process for Technology Groups and Divisions
- Advises and contributes to research initiatives
- Reviews content development and delivery initiatives for Technology Groups, Divisions, and Research Committees
- Works with Technology Groups, Divisions and Research Committees to help meet their health metrics
- Decision-making role in awarding TEC Development Funds
- Engages Groups, Group leaders, chairs, and volunteer organizers to execute the strategic initiatives of the TEC Sector
- Ensures compliance with the Operation Guidelines

III. SKILLS, ABILITIES AND EXPERIENCE

- Expert knowledge in one or more target markets, technical disciplines & applications
- R&D/product management
- Customer and business development
- Strategic & operations planning
- Market research & communications
- Program/project management
- Conference organizing and publishing
- Managerial/executive experience
- Experience with ASME products and services
- Financial budgeting and cost management

A3. POSITION TITLE: COUNCIL MEMBER AT LARGE (two positions)

SECTOR: TECHNICAL & ENGINEERING COMMUNITIES

I. POSITION SUMMARY

The TEC Sector Council Member-at-Large shall address tasks assigned by the SVP of importance to member engagement and recognition. This implies an ability to engage and oversee task forces or committees that align ASME directives with member desires (e.g., Honors & Awards). The Member-at-Large applies a high-level of leadership and organizational skills to collaborate with the volunteer leaders of the committees that report to the Council, to achieve organizational goals. The Member-at-Large interfaces with a broad range of ASME groups and customers, and ASME Staff to effectively establish direction, communicate priorities, secure resources, and carry out the objectives of the Sector. The Member-at-Large has Enterprise-wide and Sector objectives in common with staff counterpart(s)/partner(s).

II. MAJOR DUTIES

- Active participation in TEC Sector Council meetings
- Develops input to strategic planning & budgeting
- Collaborates with the TEC Council, volunteer leaders and staff
- Reviews and evaluates new opportunities
- Advises and contributes to research initiatives
- Oversight for various Sector committees including honors & awards, conference, administrative, and other committees as assigned
- Decision-making role in awarding TEC Development Funds
- Engages Groups, Group leaders, and volunteer organizers
- Ensures compliance with the Operation Guidelines
- Ensures activities comply with and advance ASME's mission

IV. SKILLS, ABILITIES AND EXPERIENCE

- Expert knowledge in one or more target markets, technical disciplines & applications.
- R&D/product management
- Customer and business development
- Strategic & operations planning
- Market research & communications

- Program/project management
- Conference organizing and publishing
- Managerial/executive experience
- Experience with ASME products and services
- Financial budgeting and cost management

ATTACHMENT B - Model Statement for a Diverse, Equitable, and Inclusive ASME Leadership

The Purpose of this Model Statement is to explain how Diversity, Equity, and Inclusion (DEI) is defined in ASME's culture. ASME's diversity, equity, and inclusion policy and toolkit can be accessed here: https://www.asme.org/about-asme/diversity-and-inclusion.

ASME is deeply committed to Diversity, Equity, and Inclusion in our global engineering community as we fulfill our mission. We celebrate the range of voices, perspectives, backgrounds, and experiences of our community to inspire others to join us. It is our conscious intention to promote diversity, equity, and inclusion in our programs, events, member outreach, learning and development opportunities, scholarships, publications, and communications, and to create safe spaces for groups and individuals to share concerns and discuss solutions.

ASME's Vision is to be the premier resource for the engineering community globally. No one type of person, or group of people, has all the skills and talents needed to achieve this vision. Top organizations are focusing on how to leverage diversity as their competitive differentiator. ASME celebrates this model of innovation through diversity. We see these same benefits in our own context, with ASME's unique combination of roles in industry, government, and academia as the top professional organization for mechanical engineers.

Diversity is the way in which we differ as individuals or organizations, as the commonalities and similarities that justify and motivate all people and entities to work collaboratively together in order to achieve mutually beneficial outcomes. Diversity encompasses Diversity of Experience, Diversity of Thought, and Diversity of Demographic Groups.

Equity is ensuring fair and impartial treatment, access, opportunity, and advancement for all people. Equity takes into account disparate needs, conditions, and abilities, with particular attention to historically underserved and underrepresented groups. Achieving equity requires the identification and elimination of barriers to full participation and the correction of imbalances that disadvantage some groups.

Inclusion is creation of opportunities and the elimination of barriers to allow all people to participate in and contribute to ideation, planning, projects, programs, processes, teams, organizations, social activities, fun or any other meaningful opportunity, that helps achieve successful outcomes.

ASME is committed to inclusion in the following ways:

- Becoming indispensable to early career engineers by leveraging age diversity and creating member leadership opportunities.
- Making a priority of globalization by leveraging geographic and cultural diversity.
- Achieving a multi-disciplinary approach by leveraging technical diversity.
- Increasing the number of women and people from underrepresented groups within the ASME membership.
- Utilizing the DEI Toolkit, https://www.asme.org/about-asme/diversity-and-inclusion/toolkit

Inclusion and diversity within ASME leadership at all levels will be a complex, on-going change process, designed to increase organizational capability by:

- Fully utilizing the potential contributions of all customers and members.

- Eliminating/reducing barriers that stand in the way of inclusion and full participation.
- Unleashing the creativity that results from drawing from different ideas and backgrounds.
- Building relationships and demonstrating respect and fairness in interactions with members, customers, suppliers, partners and communities.

By incorporating diversity, equity, and inclusion in its leadership structure and business plan, ASME may anticipate the following results:

Attraction and retention of top talent. Continued success depends on ASME's ability to attract and fully utilize the diverse pool of talent in the engineering profession. As our field diversifies to include more early career engineers, women, and members of underrepresented groups we must ensure ASME is attractive and welcoming to new members and customers. DEI is a consideration when units are surfacing candidates for volunteer positions, creating their succession plans, and conducting leadership development activities.

Increased productivity. Members and customers who feel respected, valued and connected develop stronger relationships and become more involved in their work. This in turn leads to enhanced teamwork, increased innovation and productivity, decreased member turnover and reduced costs.

Stronger customer/market focus. A diverse membership base leads to better understanding and responsiveness to increasingly diverse and global customers and markets.

Recognition by the public. The public is a diverse group comprising many unique individuals. The public values and supports those organizations that recognize the differences among people.

Sense of belonging. Members and customers must feel that they belong**,** are valued and secure enough to be their authentic self. Belonging means everyone is treated and feels like a full member of the ASME community and can thrive.

Pride in our organization. ASME is a leader in diversity, equity and inclusion for professional engineering organizations. By following our principles and enhancing our business attractiveness, we inspire our members to be proud of their work with ASME which contributes and reflects positively on our organization.

ATTACHMENT C - TEC Sector Technology Groups

C.1 PURPOSE

The Technology Groups represent an important part of ASME to fulfill the mission of the TEC Sector. This Attachment for TEC Sector Technology Groups describes the objectives of Technology Groups, the process for establishing a Technology Group and membership, roles and responsibilities, maintaining key performance indicators and metrics, and criteria for creation and sunset of a Technology Group (TG).

C.2 FORMATION, OPERATION AND ENGAGEMENT OF TECHNOLOGY GROUPS

Technology Groups were created in 2020 to lead transformational technologies and new business ventures identified by the TEC Sector, and approved by the TEC Sector Council, to further broaden ASME's portfolio of offerings and impact.

C.3 TECHNOLOGY GROUP OBJECTIVES

The Technology Groups of the TEC Sector identify new opportunities within a technology or industry and develop a plan with Groups under TEC or other Sectors to deliver a new service or product. Once this plan has been developed and approved then the TG hands off the plan for execution. Additional plans may be generated by the TG or the TG may sunset.

Technology Groups work for the benefit of ASME as follows:

a. Identify new technologies, technical trending focus areas and growth opportunities to broaden ASME portfolio
b. Provide a dynamic but focused environment where participants can move in and out as specific topics arise.
c. Encourage cross-Division and cross-Sector activities.
d. Offer cutting-edge insight that supports the pursuit of new opportunities for growth and commercialization.
e. Facilitate the sharing of ideas by engaging ASME members and staff in areas of specialization.
f. Identify technical expertise, promote research collaboration, and foster business partnerships.
g. Stimulate the transformation to, or the creation of, new Divisions to better address member needs.

Participation in a Technology Group is open to individuals with a willingness and ability to contribute. All ASME technical Divisions and affiliates are encouraged to be engaged.

C.4 ESTABLISHMENT OF A TECHNOLOGY GROUP

C.4.1 Technology Groups are created based on the strategic direction of ASME, technology need, and viability for developing content. Interested parties may petition the TEC Sector Council to create a new Technology Group. This petition/request will outline the mission and structure of the TG for review and evaluation by the TEC Sector Council to determine viability. If approved, the TG Chair will be established in accordance with the following:

a. The TG Chair will be approved by the TEC Sector Council.
b. The TG Chair will be a member of ASME.

C.4.2 Group participant selection will include the following considerations:

a. The participants will represent a diverse pool of talent various sectors of the field/industry and various regions around the globe.
b. Participant selection will be conducted in accordance with ASME's diversity, equity and inclusion policy.
c. Terms and responsibilities.

C.4.3 Other considerations for a Technology Group are given below.

a. When conducting meetings, a quorum will consist of a minimum of 50% of the participants.
b. Nominations for new participants will be identified by current Technology Group Leadership. A Technology Group Member Nomination and Participation Form shall be completed for each nominee.
c. TG participants shall adhere to ASME Policies regarding Confidentiality and Conflict of Interest.
d. ASME staff will partner with each Technology Group, such that ASME staff will be invited to meetings.

The ASME Volunteer Leadership Directory that contains the list of Technology Group Chairs can be found here. The TEC Sector web page with a description of the Technology Groups can be found here.

C.5 ROLES AND RESPONSIBILITIES

C.5.1 TEC Sector Council

a. The TEC Sector Council approves the formation of a Technology Group.
b. The TEC Sector Council approves the Chairs of the Technology Groups.
c. A Vice-Chair of the TEC Sector Council leads and collaborates with the Technology Group Chairs. This Vice Chair shall serve as the Chair of the Assembly of Technology Groups.

C.5.2 Technology Group Responsibilities

Each Technology Group shall support its respective area of specialization as given below:

a. Under the leadership of the TG Chair, develop the definition, purpose, and goals of the TG with a clear entry, execution and exit strategy.
b. Identify opportunities or challenges within the technology or industry represented by the TG, develop a strategy to meet those needs by identifying a new service or product, and work with Groups under TEC or other ASME Sectors to oversee the creation of said service or product. This could include handing off to an existing Division or Research Committee, or the formation of a new Division or Research Committee. This could also include a product under another business unit or Sector of ASME.
c. Create ideation and/or business plans for new products or services.
d. Engage multiple parties to collaborate on generating ideas in new technology areas.
e. Encourage education, research, and entrepreneurship.
f. Participate in a network of like-minded entrepreneurs, universities, and businesses to enhance its impact and strengthen global competitiveness.
g. Identify, facilitate, and engage the global engineering community in developing solutions to real world challenges.
h. Each TG will be responsible for providing an environment of exploration and application of new innovations in its domain. The TG will build an innovation program and culture, and

guide potentially disruptive projects. Funding for these nascent projects may come from the TEC Development Fund, Division funds, or other sources.

i. Each TG will work closely with the ASME Professional Staff designated to support innovation and entrepreneurial activity.

C.5.3. Technology Group Chair Responsibilities

a. The TG Chair will initiate and lead activities of their respective Group.
b. The TG Chair will determine the team arrangement and size to address the mission of the respective Group.
c. In the event that the TG Chair has, or will, vacate the Chair position, a replacement for the Chair of an existing TG will be nominated by the current TG Chair. Alternately, the TEC Council will recommend the replacement of the TG Chair. The new TG Chair will be approved by the TEC Council.
d. The TG Chair, in partnership with ASME staff, will identify technical expertise, promote collaboration, and foster partnerships among stakeholders to pursue opportunities within a particular technology area of interest.
e. The TG Chair, or their designee, will provide reporting to the TEC Sector Council.
f. The TG Chair will initiate and lead activities and determine the team arrangement and size to address the mission.

C.5.4 Role of Technology Group Participant

Technology Groups are responsible for developing Ideation and/or Business Plans in coordination with respective Divisions or groups that will then be responsible for executing the plans. It is intended that the Technology Groups leverage the experience, expertise, and insight of key individuals committed to furthering the Mission and Vision of ASME and TEC. To accomplish this and fulfill the TG responsibilities listed in Part II above, TG Participants are expected to:

a. Meet on a regular basis throughout the fiscal year. The Chair will organize the meeting schedule.
b. Actively engage with others to address the responsibilities of the TG.
c. Participate in ad-hoc committees as needed to support the TG.
d. Engage ASME staff to facilitate meetings and activities.

C.6 TECHNOLOGY GROUP KEY PERFORMANCE INDICATORS AND METRICS

To track progress towards fulfilling their goals, each Technology Group should identify key performance indicators and metrics that assess how well they are meeting their goals. To support this, Technology Groups shall develop a Strategic Plan and declare their intent to be a short term (less than 3 years) TG or a mid-long term (greater than 3 years) group. For mid-long term TGs, the Strategic Plan shall include a Succession Plan. The TG Strategic Plan shall be reviewed annually with TEC Council.

C.6.1 Goals, Strategy and Plans to Meet Technology Challenges

Goals for meeting technology challenges, and the strategy and plans for achieving these goals, should be defined as given below.

a. Define the technology challenges.
b. Develop a strategy or plan for meeting the technology challenges. Define the top three challenges in the short term.

c. Identify the operational timeline for the Technology Group to meet the technology challenges.
d. Describe how the planned activities for meeting the technology challenges fit in the portfolio of ASME.

C.6.2 Execution, Resources and Sustainability of Initiatives

The following should be identified for Technology Group initiatives.

a. Top initiatives for each identified technology challenge include products and services such as workshops, webinars, congressional briefings, conferences, and publications.
b. The timeline for execution of each initiative.
c. The Divisions, Research Committees, etc., that will participate in executing in each initiative.
d. Resource needs and any request for funding from the TEC Development Fund for the product or service.
e. For those products or services that will require funding from the TEC Development Fund, the strategy and timeline for the product or service transitioning to self-sustaining in the longer term should be provided.
f. The timeline for Group and succession planning as needed.

C.6.3 Success factors

Number of identified opportunities, created ideation/business plans and launched activities.

C.7 SUNSET OF A TECHNOLOGY GROUP

Prior to the close of the fiscal year, each Technology Group shall report to the TEC Council on its achievements for the past year and goals for the next year. At that time, the Technology Group Chair shall provide a recommendation for motion to the TEC Council for the Technology Group to remain operational, sunset, or evolve into a new Technology Group or entity. This motion shall be considered by the TEC Council and voted on during the next TEC Council meeting.

The TEC Sector Council may sunset a TG not meeting the key performance indicators and metrics.

C.8 AMENDMENT TO TECHNOLOGY GROUP GUIDELINES

These Technology Group Guidelines may be amended by vote of the TEC Sector Council.

ATTACHMENT D - Health Metrics for Divisions and Research Committees

To meet the needs of its members, ASME must deliver high-value products and services. The Divisions and Research Committees represent an important part of ASME that can help address these needs. These entities may be established to serve a community of members (e.g., technical area or market) with a common interest.

As noted in the TEC Sector Operation Guide, it is recognized that each Division and Research Committee maintains its own Operation Guide that complies with ASME policies, and the guidelines outlined in the TEC Operation Guide. The purpose of this Attachment is to ensure that ASME member needs are met through the activities of the TEC Sector Council, Divisions and Research Committees. To fulfill this responsibility an Assembly of Divisions and Research Committees will be established and hold regular meetings with a TEC Sector Vice Chair and the Chairs of each Division and Research Committee (or their designee). This Sector Vice-Chair shall serve as the Chair of the Assembly of Divisions and Research Committees.

Further to this, the Vice Chair will meet individually with each Division and each Research Committee at least annually to ensure it is healthy and continuing to serve its members. During this meeting, at a minimum, the division/committee will report on the following health metrics:

D.1 Basic Operating Functions

- A strategic plan been created and is reviewed/updated on a regular basis
- The leadership is diverse and representative of the membership
- ASME's DEI policy is practiced and communicated to all committee leaders within the Division/RC
- A succession plan is in place for Executive Committee and Sub-Committee positions
- There is an effective level of activity of the executive and sub-committees (e.g., technical committees and research committees)
- The number of members (primary, secondary, etc.) is growing
- There is a high level of membership engagement in committee activities

D.2 Service Provided to Members and Others

- A listing of conference/event related activities, including member attendance/ engagement
- Status and health of affiliated Journal(s) or other publications
- A newsletter or other regular member communication is being generated and disseminated
- There is a web presence and the information is current

D.3 Member Recognition

- Members are proactively being nominated for Fellow or other pertinent awards and/or members are being recognized in other ways
- The list of affiliated awards is up to date and selection committees have robust membership.
- A regular review of the awards offered is conducted with respect to: criteria, diverse nominees, impact, etc.

D.4 Financial health

- Fund balance, major revenue sources, and major costs are being reviewed regularly
- Revenues/surpluses are used effectively
- If fund balance is declining, ensure there is a plan in place to increase revenue or find new revenue sources

Based on the results of this meeting three actions are possible: i) the division/committee is deemed to be in good health, ii) health weaknesses are identified and a plan is formulated to put the division/committee on the road to wellness, or iii) the division/committee health is poor and significant assistance is needed from the TEC Council. Divisions and committees are encouraged to request assistance from the TEC Council and/or ASME staff at any time.

Along with the minimum reporting health metrics noted above, a division/committee is urged to craft additional health metrics in support of its strategy, vision, goals, and activities.

D.5 Amendment to Health Metrics for Divisions and Research Committees

These Health Metrics for Divisions and Research Committees guidelines may be amended by vote of the TEC Sector Council.

ATTACHMENT E – Guidelines for Committees Reporting to the TEC Sector Council

E.1 PURPOSE

This Attachment for Committees reporting to the TEC Sector Council describes the definition of these Committees, the process for establishing a Committee and membership, roles and responsibilities, and criteria for sunset of a Committee.

E.2 DEFINITION OF COMMITTEES REPORTING TO THE TEC SECTOR COUNCIL

Committees reporting to the TEC Sector Council do not include Divisions, Research Committees or Technology Groups. In addition, these Committees do not include any committees that are a part of the organizational structure of a Division, Research Committee or Technology Group. Committees reporting to the TEC Sector Council include conference committees that are not assigned to a Division or are associated with multiple Divisions, and do not include conference committees associated with any one particular Division, Research Committee or Technology Group. A list of committees reporting to the TEC Sector Council is provided below.

E.3 ESTABLISHMENT OF A COMMITTEE REPORTING TO THE TEC SECTOR COUNCIL

A new Committee reporting to the TEC Sector Council may be formed, for example, to organize a new conference or other event. Interested parties may petition the TEC Sector Council to create a new Committee. This petition/request will be reviewed and evaluated by the TEC Sector Council to determine viability. If approved, the Chair of the Committee reporting to the TEC Sector Council will be approved by the TEC Sector Council. The Committee Chair will develop or maintain a team arrangement of membership that addresses the mission of the respective Committee. A Member-at-Large of the TEC Sector Council will provide oversight to the Chair.

E.4 ROLES AND RESPONSIBILITIES

E.4.1 TEC Sector Council

a. The TEC Sector Council approves the formation of a Committee reporting to the TEC Sector Council.
b. The TEC Sector Council approves the Chair of the Committee reporting to the TEC Sector Council.
c. A Member-at-Large of the TEC Sector Council provides oversight to the Committee reporting to the TEC Sector Council.

E.4.2 Committee Reporting to the TEC Sector Council

a. The Committee reporting to the TEC Sector Council will meet as required to fulfil its function. The Committee Chair will organize the meeting schedule.
b. A Committee organizing a conference or other event will work with ASME staff to identify the operational timeline for the conference or other event activities as applicable.
c. The Divisions, Research Committees, Technology Groups, or individuals, that will be participating in the conference or other event will be identified.
d. The Committee Chair will maintain a succession plan that will include the incoming Chair and other members of the Committee. In the case of a conference organizing Committee,

the succession plan will include the conference Chair and other members of the organizing team for future conferences.

e. The Committee Chair will provide reporting to the TEC Sector Council through the Member-at-Large and/or by participating in the Assembly of Divisions and Research Committees.
f. Committee members shall adhere to ASME Policies regarding Confidentiality and Conflict of Interest.

E.5 SUNSET OF A COMMITTEE REPORTING TO THE TEC SECTOR COUNCIL

If a Committee reporting to the TEC Sector Council determines that there is no more activity for the Committee, the Committee Chair should recommend the sunset of the Committee to the TEC Sector Council. The TEC Sector Council will reserve the right to sunset a Committee reporting to the TEC Sector Council not meeting key performance indicators and metrics standards.

E.6 AMENDMENT TO COMMITTEES REPORTING TO THE TEC SECTOR COUNCIL

These guidelines for Committees reporting to the TEC Sector Council may be amended by vote of the TEC Sector Council.

COMMITTEES REPORTING TO THE TEC SECTOR COUNCIL

Technical Committee on Publications and Communications

- The Technical Committee on Publications and Communications (TCPC) is a committee of the TEC Sector that has the supervision of those activities concerned with the dissemination of technical information associated with ASME Journals, Conference Publications, and reference books.

International Mechanical Engineering Congress and Exposition (IMECE) Steering Committee

- The International Mechanical Engineering Congress and Exposition (IMECE) is ASME's largest research and development conference focused primarily on mechanical engineering but encompasses perspectives from many engineering disciplines. The Congress Steering Committee (CSC) is the committee that oversees IMECE.

Advanced Clean Energy Summit (ACES)

- The Advanced Clean Energy Summit brings together perspectives and expertise from around the globe to gain exclusive access to companies looking for better ways to address the challenges and opportunities for clean energy. The ACES organizing committee is the committee that oversees the ACES event.

International Conference of Micro/Nanoscale Heat and Mass Transfer (MNHMT)

- The conference provides a forum for researchers, educators, and practitioners to exchange ideas on the state-of-the-art research and development on micro/nanoscale heat and mass transfer and identify future research needs in this interdisciplinary emerging field. The MNHMT organizing committee is the committee that oversees the event.

ATTACHMENT F - Appeals Process for TEC Sector Groups

F.1 Appeals

Any action or inaction of a Group (that is, a Technology Group, Division Executive Committee, Research Committee, or other Committee reporting to the TEC Sector Council) relating to the decisions or activities of said Group, may be appealed by any ASME member, staff, or outside entity.

F.2 Appeals shall be considered according to the following order:

F.2.1 Appeals shall first be directed to the Committee per F.3 below.

F.2.2 Appeals that cannot be resolved at the level of the Committee, which originated the subject in dispute, may be referred to the TEC Council, per F.4 below

F.2.3 Any member of a Committee or Hearing Panel that has been assigned to review an appeal, per F.3 and F.4 below, has a duty to disclose any interest they may have in the appeals matter and therefore must be recused from participating in the appeals process to avoid any appearance of conflict of interest.

F.3 Procedures for appeal to the Committee shall be as follows:

F.3.1 Formal notification of an appeal will be filed with the Committee Chair.

F.3.2 The Chair shall review the appeal and make a decision: directly act on the appeal or decide that a hearing is in order. In the case where the Chair directly acts on the appeal, the Chair will notify the appellant (in writing) and other concerned parties of the decision within seven days of the receipt of the appeal. The appellant will acknowledge their receipt of the notification from the Chair.

F.3.3 When a hearing is needed, the Committee may serve as the Hearing Panel for the appeal. Alternatively, at the discretion of the Committee Chair, an ad hoc Hearing Panel may be convened that consists of members appointed by the Chair (the Chair should avoid appearance of conflict of interest on matters which relate to them, per F.2.3 above). The Panel, which shall consist of a minimum of 3 members, with no conflicts of interest, will select its own Chair. The Panel Chair is considered a voting member of the Panel.

F.3.4 A meeting of the Hearing Panel will be held at the earliest practicable time, on a date and time mutually agreeable to all parties.

F.3.5 The Hearing Panel shall review the appeal along with any necessary background information and recommend a decision with respect to the appeal based on a majority vote. The Panel Chair will communicate this decision to the Committee Chair within seven days of the date of the appeal hearing. The Committee Chair will in turn notify the appellant and other concerned parties of the decision. The minutes of the Panel Hearing should include all relevant documents from the Panel Hearing and the results of any decisions made by the Panel.

F.4 Procedures for appeal to the TEC Council shall be as follows:

F.4.1 In the event that the appellant or other parties are dissatisfied with the decision, they may request a further appeal following conclusion of the appeal to the Committee by filing a formal notification with the TEC Council accompanied by a copy of the Panel Hearing minutes recorded from the Hearing or the Chair's written decision.

F.4.2 The TEC Council will review the notification and the decision documentation and determine if a TEC hearing is in order. This determination will be made via a vote in the TEC Council. The TEC Council may decline to review the appeal and defer to the original Committee decision. In the event that it is decided that a hearing is in order, the TEC Council shall arrange to hear the appeal at its earliest practicable scheduled meeting. This hearing will be handled by a Hearing Panel, which may be the entire TEC Council or a specially convened Hearing Panel, which consists of members appointed by the TEC Council Senior VP. Appointees to the Panel should be members of the TEC sector, unless there is a need to have representatives from outside of the TEC Sector. The Panel, which shall consist of a minimum of 3 members, will select its own Chair. The Chair will be a voting member of the Panel.

F.4.3 The hearing will be held on a date mutually agreeable to all parties. The appellant and concerned stakeholders shall be notified as early as possible of the date set for the appeal hearing.

F.4.4 The Panel shall act with respect to the appeal based on a majority vote. The TEC Council shall notify the appellant and other concerned parties of the decision following the appeal hearing.

F.4.5 The TEC Council is responsible for resolving all disputes that arise in its sector; this includes disputes originating within TEC Committees. In the unlikely event that matters cannot be resolved at this level, the issue may be brought to the Executive Committee of the ASME BoG.

F.5 Amendment to Appeals Process for TEC Sector Groups

These Appeals Process for TEC Sector Groups guidelines may be amended by vote of the TEC Sector Council.

ATTACHMENT G - TEC Sector Budgeting and Finance

G.1 PURPOSE

This Attachment on TEC Sector Budgeting and Finance describes the applicable roles and responsibilities, processes, procedures, and rules.

G.2 TEC SECTOR COUNCIL BUDGETING AND FINANCE

G.2.1 TEC Sector Council Roles and Responsibilities

G.2.1.1 Senior Vice President of TEC Sector Council

The Senior Vice President of the TEC Sector provides input to annual budget process and the three-year TEC Sector budget forecast.

G.2.1.2 TEC Sector Council Members

The TEC Sector Council Members, including the Vice Chairs and Members-at-Large, provide input to the annual budget process and the three-year TEC Sector budget forecast.

G.3 TEC SECTOR COMMITTEES BUDGETING AND FINANCE

G.3.1 Roles and Responsibilities

G.3.1.1 Chair

(a) Provides input to committee activity planning and budgeting.
(b) Works with the committee members and staff to prepare an annual budget and provides financial status reports regularly when called upon, in compliance with ASME financial and reporting requirements and these Operation Guidelines.

G.3.1.2 Treasurer

(a) For Divisions and Research Committees, the Treasurer tracks and manages segregated account activity through the online Financial Reports Manager.
(b) Responds to requests, as necessary, from ASME related to finances.
(c) Works with the committee members to prepare an annual budget and provides financial status reports regularly when called upon, in compliance with ASME financial and reporting requirements and these Operation Guidelines.
(d) Trains and furnishes documents and records to successor assuming Treasurer Position.

G.3.2 Processes

G.3.2.1 Activity – Annual Plan Approvals

All Divisions and Research Committees shall work with staff to submit an Annual Plan of all project-based activities proposed for the coming fiscal year to ASME for approval. A budget for an event such as a conference, seminar, workshop, or webinar shall be prepared by the committee members or delegates in collaboration with ASME staff. The budget shall be subjected to the ASME approval process applicable to the event.

G.3.3 Procedures and Rules

G.3.3.1 Administration of Segregated Accounts

The following guidelines apply to the administration of segregated accounts, which are funds attributable to the efforts of a Division or Research Committee and held by ASME in separately identified accounts.

(a) The funds in a segregated account shall be used exclusively to contribute to the Society's mission, vision, and strategy as articulated and prioritized by the ASME Board of Governors.
(b) The use of funds held in segregated accounts shall align strategically with ASME's mission and ASME's status as a non-profit, tax-exempt organization.
(c) All activities seeking to draw upon these segregated accounts shall be submitted, in the form of an Annual Plan for ASME review and approval.
In general, disbursements from segregated accounts shall be made only upon submittal of proper documentation. Section G.3.1.2 above, highlights the major duties of the Treasurer with respect to the administration of segregated accounts.

G.3.3.2 Annual Spending Activities

Prior to the start of each ASME fiscal year, TEC Operations staff will work with each Division or Research Committee having a segregated account, to develop an Annual Plan for their activities and routine expenses during the fiscal year. Once the Annual Plan has been created, committee leaders will approve the plan, submit to ASME, and work with staff to track expenses against the Plan throughout the fiscal year. It is recommended that a comparison of expenses to account balance be conducted and evaluated to ensure a healthy account balance can be sustained year on year.

G.3.3.3 Funding Proposals

Funding for approved activities shall generally come from a committee's segregated account, if available, prior to requesting other ASME funds. Through the TEC Operations staff, committees may submit proposals for programs and activities for funding through the TEC Development Fund. Such proposals may be submitted to the TEC Council for consideration and approval. A TEC Development Fund Proposal Form must be completed according to the Process Guidelines document for all contracts to be approved. These documents can be found in Attachment F.

G.3.3.4 Surplus from Activities

Revenue and expenses from approved revenue-producing activities will be tracked by the TEC Operations Staff. Committees have agreed to participate in the revenue/expense sharing program with ASME. Surpluses or losses resulting from committee activities will be shared according to the Conference Surplus Share Agreement approved by the Board of Governors.

G.3.3.5 Registration for Activities

Registration for approved activities including conferences, seminars, workshops and webinars is to be coordinated through the appropriate ASME Staff.

G.3.3.6 Signing of Contracts

Any contract or other obligation to pay money to conduct the work of the Society shall be valid only when signed by the ASME Executive Director/CEO or the Chief Financial Officer. Committees shall submit all contracts and proposals to the TEC Operations staff for proper routing and approval within ASME.

G.3.3.7 Sponsorships

A sponsorship is support (whether financial or in-kind) received from an organization for the funding of activities related to an ASME conference or event. The organization that provides the support, is known as the sponsor.

The TEC Sector staff and volunteers shall work together to seek appropriate sponsors for ASME events and products and welcomes engagement with all appropriate potential sponsors. Once sponsors are confirmed, sponsorship agreements are handled directly through the Events Management Staff and funds are applied directly to the event budgets. The TEC Sector may also work with the ASME Foundation and Events Management Staff to include fundraising activities at ASME events.

G.3.3.8 Scholarships

A scholarship is money provided in support of a student's academic education to cover education-related expenses.

A committee may approve the use of segregated account funds to award student scholarships. The money that is awarded to the student is deducted from the committee's ASME segregated account and paid directly to the university where the student is enrolled. Alternatively, a committee may work with the ASME Foundation to administer their scholarships.

G.3.3.9 Travel Awards

A travel award is an award intended to cover expenses related to travel to an ASME conference or event.

A committee may approve the use of segregated account funds for travel awards to help defray the costs of travel expenses related to attending an ASME conference or event. The committee shall be responsible for detailing the specifications and terms of the award, including qualifications of the award recipient(s). Exact expenses that will or will not be covered, should be clearly conveyed prior to the recipient's acceptance of the award.

G.4 AMENDMENT TO BUDGETING AND FINANCE OPERATION

These Budgeting and Finance Operation guidelines may be amended by majority vote of the TEC Sector Council.

ATTACHMENT H - TEC Sector Communication and Reporting Operations

H.1 PURPOSE

The communication and reporting activities within the Technical and Engineering Communities (TEC) Sector are an important part of supporting the delivery of its products and services. This Attachment on Communication and Reporting describes the applicable roles and responsibilities, processes, procedures, and rules.

H.2 TEC SECTOR COUNCIL COMMUNICATION AND REPORTING

H.2.1 TEC Sector Council Roles and Responsibilities

H.2.1.1 Senior Vice President of TEC Sector

The Senior Vice President of the TEC Sector communicates TEC Sector updates and activities to the Board of Governors and other committees as applicable.

H.2.1.2 TEC Sector Council Members

The TEC Sector Council Members, including the Vice Chairs and Members-at-Large, support communication of Sector activities.

H.2.2 TEC Sector Council Processes

H.2.2.1 Sector Communication

The TEC Sector Council has a responsibility to communicate with Technical Divisions, Research Committees, Technology Groups, other committees reporting to the TEC Sector Council, individuals, other Sectors, and other ASME units. The Council shall have a plan to communicate on a regular basis.

H.3 TEC SECTOR COMMITTEES COMMUNICATION AND REPORTING

H.3.1 Committee Roles and Responsibilities

H.3.1.1 Chair

Ensures the submittal of required information and reports to the Society through the TEC Operations staff.

H.3.1.2 Secretary

(a) Maintains key Committee documents and records of transactions, in accordance with ASME document retention policy.
(b) Prepares and distributes meeting notifications, agendas, and logistics for each meeting.
(c) Prepares and distributes minutes of all committee meetings to all participants.
(d) Assists in the preparation of any committee reports, as may be required.
(e) Submits volunteer and position information to the TEC Operations staff for proper coding in the ASME membership database
(f) Issues “Call for Volunteer Nominations” seeking candidates to fill open committee positions.

H.3.1.3 Online Communication Administrator

(a) Works with TEC Operations staff to manage committee communications on ASME.org and related web pages for visibility and privacy.

(b) Invites and/or approves new committee participants on related social media pages.
(c) Works with TEC Operations staff to manage content.
(d) Prepares announcements.
(e) Ensures compliance with ASME's content policies as well as community etiquette rules and ensures that they are followed by participants on web pages and social media platforms.

H.3.2 Committee Processes

H.3.2.1 Communications

Committees shall use the ASME.org site and approved social media platforms as channels for communication. Committees may also use the ASME Group Mass Email Communication (GMEC) site to send mass email messages to their members regarding approved ASME-related activities. Access to the GMEC and/or social media accounts is provided annually to committee leaders who have submitted signed agreements to comply with Society Policy P-15.8, "Conflict of Interest," and Society Policy P-12.14, "Use of Member Data."

H.3.3 Committee Procedures and Rules

H.3.3.1 Executive Sessions

In general, committee meetings shall be made open to any interested party within ASME. Executive Sessions are committee business sessions with attendance intentionally limited to committee members for good cause. For all such Executive Sessions, if present, at least one ASME staff member shall be included. Executive Sessions shall be used for: deliberating on committee and subcommittee member selections; private matters involving committee members; and for delicate and business confidential topics where ASME proprietary information may be discussed. Essential conclusions of the Executive Session, such as elections and appointments, shall be reported, without details of discussions. Private and completed topics, such as disciplining of committee members, shall not be reported. Inconclusive discussions shall not be reported.

H.3.3.2 Volunteer Personnel Coding

A committee shall submit to the TEC Operations staff at least 30 days prior to the start of the next fiscal year the names, positions and terms of each member serving on the committees for the following fiscal year for coding in the Society's database.

If no volunteer personnel are in place by August 1, the committee's record will be marked as "Inactive" in ASME's database. This status will impact the committee's ability to receive pertinent information from ASME including access to key tools necessary for committee operations, and the inactivation of the committee's web and social media pages. Once a committee meets the personnel reporting and other criteria, these will be restored to Active status.

H.3.3.3 Online Presence

All Committees will have a page on the Society's website, ASME.org, for the sharing of information on committee activities. The use of social media sites such as Facebook and LinkedIn is permitted to assist in committees sharing and interaction. To prevent the proliferation of the unintended uses of the ASME trademark, as well as to ensure compliance by all Society units with copyright laws, licensing permissions, and privacy protection, no other public websites shall be used for official committee communications. A formal request by the

Online Communication Administrator, and/or the TEC Operations staff, to ASME is required to initiate a request for social media accounts. Once approved, this volunteer will work with TEC Operations staff to facilitate general online communications and collaboration with committee Participants. Section H.3.1.3 of these Operation Guidelines highlights the major duties of the Online Communication Administrator.

H.4 AMENDMENT TO COMMUNICATION AND REPORTING OPERATIONS

These Communication and Reporting Operations guidelines may be amended by majority vote of the TEC Sector Council.

ATTACHMENT I - TEC Development Fund Process

I.1 Purpose

The TEC Development Fund is intended to assist with the creation of new initiatives within and without of the current strategic technologies as well as the adoption of common conference elements by the TEC Sector, its Technology Groups, Divisions, and Research Committees.

I.1.2 The current strategic technologies are:

a. Robotics
b. Bioengineering
c. Clean Energy
d. Manufacturing
e. Pressure Technology

I.1.3 The common conference elements are:

a. ASME Strategic Technologies
b. Student/Early Career Activity
c. Public Policy
d. Standards and Certifications
e. Diversity, Equity, & Inclusion
f. Local Participation - Regional Section and Student Section operations

I.2 Process Overview

The ASME Board of Governors approved development dollars to be managed by the TEC Sector in a TEC Development Fund. The TEC Sector Council has responsibility for the budgeting and investment/allocation of the TEC Development Fund. Proposals will be solicited annually from ASME Technology Groups, Divisions and Research Committees for review and award selection by the TEC Council. A list of Divisions and Research Committees can be found here: https://www.asme.org/get-involved/technical-divisions.

I.3 Proposal Guidelines

I.3.1 Proposal Content

Proposals should include the following minimum content (a proposal form template is included as Appendix I-1):

a. Proposal Title
b. Date of Submittal
c. Contact Information for Initiator
d. Sponsoring Technology Group(s), Division(s), or Research Committee(s)
e. Description of Proposed Initiative
f. Total Revenues and Expenses budgeted (Include estimates for first three years of program – include historical information if appropriate)
g. Requested Funding Amount (Include estimates for first three years of program – include historical information if appropriate)
h. Strategic Technologies Addressed
i. Common Conference Elements Addressed

j. Direct Return for ASME (Revenues, Sustainability, etc.) (Include estimates for first three years of program – include historical information if appropriate)
k. Indirect Return for ASME (SROI, etc.)
l. Other Comments
m. Attachments (including a detailed budget) (Include estimates for first three years of program – include historical information if appropriate)

I.3.2 Tips and Recommendations

a. Proposals should carry the endorsement of the corresponding Technology Group, Division Executive Committee or associated conference committee, or Research Committee.
b. Proposers are encouraged to engage multiple Technology Groups, Divisions, Research Committees, and/or Sectors.
c. Proposers are encouraged to include matching contributions from division segregated accounts to maximize the impact of the development funding.
d. Proposals should demonstrate the likelihood for a direct or indirect return to ASME.
e. Proposals should demonstrate diminishing need in long term for support and ability to be self-sustaining.
f. Example evaluation criteria to be considered by TEC Sector Council is included below:

Strategic Fit
Market Need / Benefits to Customer
Target Market Size & Growth Potential
Level of Competition / Potential
Competitive Advantage
Potential Partnership Opportunities
Potential for Multiple Derivative Products
Investment / Cost of Entry
Relevancy to Existing Programs / Stakeholders
Stakeholder Engagement
Potential
Access to constituents
Improve Branding
Positive Feedback from Industry
ASME Thought Leadership Potential
Global Adoption Potential
Alignment with Strategic Technologies
Ease of Product Development
Development Time (Time-to-Market)
Profitability & Rate-of-Return
Risk
Urgency

I.4 Timeline for TEC Development Fund Proposals

I.4.1 Annual Call for Proposals

Call for proposals opens in September, proposals due in October

a. Proposals will be reviewed within 30 days and notifications will be provided to the submitter directly
b. Note that awards will be subject to funding availability
c. Proposals will be funded which meet the guidelines for proposals including ability to be long term, self-sustaining, and demonstrate ROI or SROI.

I.4.2 Out-of-Cycle Proposals

Proposals received after October will be reviewed in the order in which they are received but no set timelines are given. These will be considered Out-of-Cycle applications, which can be submitted at any time outside the normal solicited time window. Out-of-cycle applications will typically be evaluated by the TEC Council on at least a quarterly basis, as time permits.

I.5 Accounting Guidelines

a. Funds must be used for intended direct expenses in the corresponding budget's fiscal year.
b. Since ASME uses accrual accounting, funds may only be used for actual expenses as they are incurred. All expenses MUST have appropriate invoice/expense report backup filed before payment.
c. Funds may not be transferred to a balance sheet account, such as the Division's segregated account.

I.6 AMENDMENT TO TEC DEVELOPMENT FUND PROCESS

The TEC Development Fund Process guidelines may be amended by majority vote of the TEC Sector Council

APPENDIX I-1
TEC Development Fund Proposal Form

1. Proposal Title:
2. Date of Submittal:
3. Contact Information for Initiator:
4. Sponsoring Technical Division(s) and/or Affiliated Technology Group(s):
5. Description of Proposed Initiative:
6. Total Revenues and Expenses budgeted (Include estimates for first three years of program – include historical information if appropriate):
7. Requested Funding Amount (if a Division is matching part of the funding amount, please note the name of the Division and source of funds here) (Include estimates for first three years of program – include historical information if appropriate):
8. Strategic Technologies Addressed:
9. Common Conference Elements Addressed:
10. Direct Return for ASME (Revenues, Sustainability, etc.) (Include estimates for first three years of program – include historical information if appropriate):
11. Indirect Return for ASME (SROI, etc.)
12. Other Comments:
13. Attachments (you must include a detailed budget) (Include estimates for first three years of program – include historical information if appropriate):
Please submit completed proposals to TEC Council at asmetec@asme.org for consideration

ATTACHMENT J – TEC Sector Volunteer Leader Participation Form

I acknowledge my responsibility to comply with one of the following in carrying out my activities for all appointments and reappointments to ASME Technical and Engineering Communities (TEC) Sector activities (check one):

☐ I have read and agree to comply with Society Policies: P-12.14 Use of Member Data; P-14.6 Society Name, Seal, Logo, Emblem, Initials, Titles, Identification, and Certificates; P-15.14 Code of Conduct; P-15.7 Ethics; P-15.8 Conflicts of Interest; and P-15.9 Policy Against Discrimination (including Discriminatory Harassment).

[NOTE: ASME Society Policies are available on ASME's web site (http://www.asme.org/about-asme/governance/asme-society-policies).

☐ As an employee of a government agency, I agree to follow a Code of Ethics and /or Policy on Conflict of Interest administered by the pertinent jurisdiction or governmental agency.

Further, I agree to safeguard any confidential and business sensitive information I receive from ASME marked accordingly. I will not use, share, forward, copy or distribute any such information without the express permission of ASME at any time including after completion of my term of service.

Signature: _____ Date: _____

Name: _____
(Please Print)

Phone: _____

E-Mail: _____

Please e-mail this completed form to ASMETEC@ASME.org or directly to a designated staff contact.

ATTACHMENT K - TEC Sector Honors and Awards

K.1 OBJECTIVES AND PURPOSE

Recognition of outstanding achievement in engineering is one of the major objectives of ASME, which it seeks to attain through its programs of honors and awards. Such programs provide the necessary and desirable recognition for outstanding contributions to the art and science of engineering. They give opportunity for personalized presentations to honor recipients, which dramatizes to the public the achievements of the engineers and identifies ASME with excellence in engineering.
The purpose of the TEC Sector Honors and Awards Program is to support the ASME Board of Governors in recognizing volunteers for their achievements and service to ASME. This Attachment on TEC Sector Honors and Awards describes roles and responsibilities, awards that are administered by the TEC Sector Council, or jointly administered by the TEC Sector Council and one or more TEC Sector Groups, the nomination process, and the process for selecting the award recipients. The processes for revising an existing award or developing a new award are also described.

K.2 ASME BY-LAWS AND POLICIES FOR HONORS AND AWARDS

(a) The TEC Sector Honors and Awards Program shall be in accordance with ASME honors and awards by-laws, policies and procedures. The ASME program of honors and awards is administered by the ASME Board of Governors, by the ASME Committee on Honors, by the ASME General Awards Committee, and by several Special Award Committees, as authorized by By-Law B5.2.7.1, and by Society Policies P-3.1, “Polling and Balloting Procedure for Honors, Medals and Awards,” and P-3.2, “Establishment of New ASME Society Awards and Contests.”

(b) In accordance with the ASME Honors Manual, a person shall not be considered for any honor or award during the term of office to which that person has been elected or appointed (or is entitled to ex officio) as a voting member of any Board, Committee, Sector or other unit of the Society which has the assigned duty to take a voted action on either one of these steps in the award selection process:

(1) to choose one or more nominees whose names will be sent to the unit which is charged with selecting the recipient of that award; or

(2) to make the final selection of the recipient of that award.

K.3 ROLES AND RESPONSIBILITIES

The interactions, roles and responsibilities for honors and awards under the TEC Sector are summarized in Figure K.3-1.

K.3.1 TEC Sector Council

(a) A TEC Sector Honors and Awards Coordinator shall be designated by the Senior Vice President of the TEC Sector in agreement with the TEC Sector Council.

(b) The TEC Sector Council administers, or jointly administers with one or more TEC Sector Groups, the specific awards that are listed in Table K.3-1. TEC Sector Council administration of an award is provision of oversight, coordination and support as applicable. A TEC Sector Group is defined in Article K.3.4.

(c) The TEC Sector Council in collaboration with the TEC Sector Groups and the ASME Awards department has the authority to develop technical awards designated for recognizing individuals or groups in specific technical areas, community service and development.

(d) The TEC Sector may develop special contests and recognition award programs such as outstanding industry contribution, outstanding project, outstanding individual technical achievement and others.

(e) The TEC Sector Council has the authority to review and approve all TEC Sector Group requests for new technical honors and awards associated with an ASME conference to ensure that awards are consistent with TEC Sector strategies. This includes guidelines for conference organizers to ensure the TEC Sector awards are emphasized in an appropriate manner at an event.

K.3.2 TEC Sector Honors and Awards Coordinator

(a) The TEC Sector Honors and Awards Coordinator is a Member-at-Large of the TEC Sector Council.

(b) The TEC Sector Honors and Awards Coordinator shall engage and oversee all activities related to honors and awards that are administered or under the direct oversight of the TEC Sector Council.

(c) The duties of the TEC Sector Honors and Awards Coordinator include but are not limited to:

(1) Convene an annual meeting of the Chairs of the Special Award Committees to facilitate communication and coordination of honors and awards activities across the entire TEC Sector.

(2) Liaise with the Special Award Committees and TEC Sector Groups in the context of an oversight role.

(3) Facilitate collaboration between the TEC Sector and the ASME Awards department to develop “strategic” technical awards designated for recognizing individuals or groups in specific technical areas, community service and development.

(4) Facilitate development of special contests and recognition award programs such as outstanding industry contribution, outstanding project, outstanding individual technical achievement, and others.

K.3.4. TEC Sector Groups

(a) In these Honors and Awards Guidelines, a TEC Sector Group is defined as a TEC Sector Technology Group, Division, Research Committee, or Committee that reports directly to the TEC Sector.

(b) The TEC Sector Groups support their affiliated Special Award Committees.

(c) The TEC Sector Groups manage the awards that are under their responsibility.

(d) The TEC Sector Groups, in collaboration with the TEC Sector Council and the ASME Awards department, may develop a TEC Sector Group-level award for recognizing individuals or groups in specific technical areas, community service and development.

K.3.5. TEC Sector Special Award Committees

(a) A Special Award Committee is typically associated with a particular award, such as the Calvin W. Rice Lecture Award Subcommittee.

(b) The Special Award Committees for awards that are administered by the TEC Sector Council, or jointly administered by the TEC Sector Council and one or more other TEC Sector Groups, are listed in Table K.3-1.

(c) Members of the Special Award Committees are representatives from the related TEC Sector Groups.

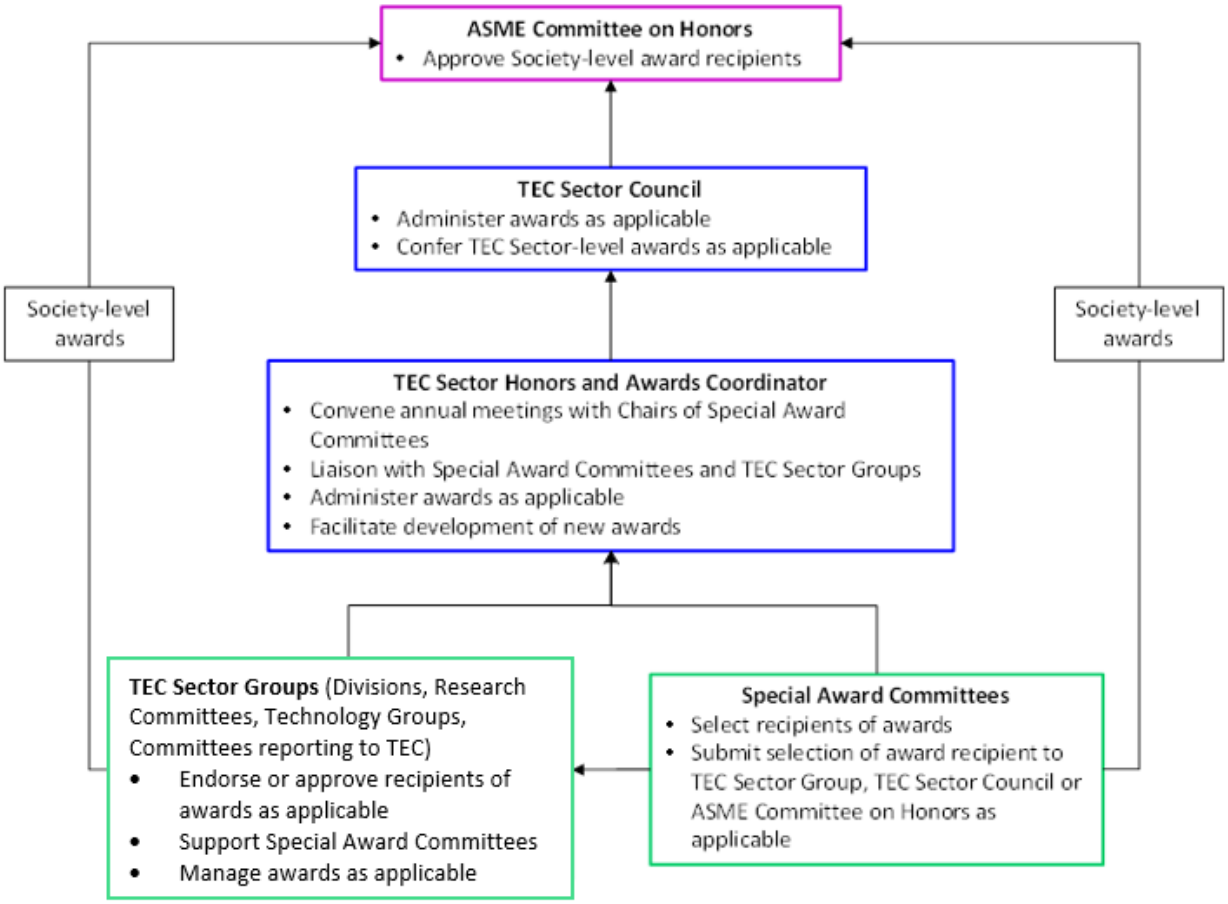
(d) Special Award Committees shall fulfill their duties in accordance with the policies and procedures administered by the ASME Committee on Honors.

(e) Special Award Committees shall seek nominees for honors and awards in their area of interest, screen nominations, and make recommendations for awards recipients to the TEC Sector Council or ASME Committee on Honors as applicable. The Chair of the Special Award Committee is responsible for coordinating these activities.

Table K.3-1
Special Award Committees for Awards that are Administered by the TEC Sector Council or Jointly Administered by the TEC Sector Council and One or More Other TEC Sector Groups

Level of Award	**Special Award Committee**	**Name of Award**	**Administrative Responsibility for Award**
TEC Sector	Calvin W. Rice Lecture Award Subcommittee	Calvin W. Rice Lecture Award	TEC Sector Council
Society	Richard J. Goldstein Energy Lecture Award Committee	Richard J. Goldstein Energy Lecture Award	International Gas Turbine Institute, Heat Transfer Division and TEC Sector Council
Society	James Harry Potter Gold Medal Committee	James Harry Potter Gold Medal	TEC Sector Council
Society	Robert Henry Thurston Lecture Committee	Robert Henry Thurston Lecture Award	TEC Sector Council

Figure K.3-1: Interactions, Roles and Responsibilities for Honors and Awards under the TEC Sector



K.4 TEC SECTOR-LEVEL AWARDS

A TEC Sector-level award is administered by the TEC Sector Council. TEC Sector Council administration of an award is provision of oversight, coordination and support as applicable. The TEC Sector-level awards are listed in Table K.4 1.

K.4.1 Calvin W. Rice Lecture Award

(a) The Calvin W. Rice Lecture was founded in 1934 to honor the man who served as Secretary of the Society from 1906 to 1934. The Lecture is intended to increase understanding among engineers of various countries. The TEC Sector is responsible for selecting the individual for the Calvin W. Rice Lecture through the Calvin W. Rice Lecture Award Subcommittee. In order to obtain a broad group of candidates from which it can make a selection, each Division is requested to propose the name of one person each year.

(b) The Subcommittee chooses a Lecturer based on the information it has obtained about the candidates and in consultation with the TEC Sector Council. Preference should be given to a Lecturer whose accomplishments have been achieved abroad.

(c) After the Lecturer has been selected by the Subcommittee, and an agreement of acceptance has been reached, a formal invitation letter shall be sent to deliver the Calvin W. Rice Lecture at a scheduled ASME Event. The Calvin W. Rice Lecture Award is usually given annually.

(d) The award consists of a $4,000 honorarium, intended to offset expenses incurred to present the Lecture, a certificate and a lifetime membership with ASME. Granting of an ASME life membership to a Calvin W. Rice Lecturer shall be in accordance with ASME Society Policy P 14.11.

(e) The nomination package shall include:

(1) A letter from the principal nominator addressing how the nominee meets the criteria for the award.

(2) Supporting letters from a minimum of three references why the nominee should be considered for this award.

(3) Curriculum vitae of the nominee listing educational and professional background, awards, publications, and other information, pertinent to the nomination.

The nomination form is provided on the ASME web site on the webpage for the Calvin W. Rice Lecture Award (https://www.asme.org/about-asme/honors-awards/unit-awards/calvin-w-rice-lecture-award).

(f) The TEC Sector Council has administrative responsibility for the award.

Table K.4-1
TEC Sector-Level Awards

Name of Award	Form of Award	Nomination Deadline	Special Award Committee	Awarded By
Calvin W. Rice Lecture Award	$ 4,000 honorarium, certificate, lifetime membership with ASME	February 1	Calvin W. Rice Lecture Award Subcommittee	TEC Sector Council

K.5 TEC SECTOR GROUP-LEVEL AWARDS

(a) A TEC Sector Group-level award is under a TEC Sector Group such as a Division. Awards that are at the Division level are TEC Sector Group-level awards.

(b) The process for nominations, selection of the recipient and presentation of a TEC Sector Group-level award are based on the operating procedures of the TEC Sector Group.

K.6 SOCIETY-LEVEL AWARDS

The Society level awards that are administered by the TEC Sector Council, or jointly administered by the TEC Sector Council and one or more TEC Sector Groups, are described below and listed in Table K.6-1. The complete list of Society-level awards is provided on the ASME web site under the ASME Committee on Honors (https://www.asme.org/about-asme/honors-awards/honors-policy/list-of-society-awards).

K.6.1 Richard J. Goldstein Energy Lecture Award

(a) The Richard J. Goldstein Energy Lecture Award, established in 2019, recognizes pioneering contribution(s) to the frontiers of energy leading to a breakthrough(s) in existing technology, leading to new applications or new areas of engineering endeavor, or leading to policy initiatives.

(b) The successful candidate is expected to give an authoritative lecture in his/her field at the ASME International Mechanical Engineering Congress and Exposition. The candidate chooses a topic related to energy for the lecture.

(c) The successful candidate is selected by the Richard J. Goldstein Energy Lecture Award Committee and approved by the ASME Committee on Honors.

(d) The award consists of a $11,000 honorarium, a bronze medal, a certificate, and a travel supplement not to exceed $750.

(e) Nominations shall be sent to the Chair of the Richard J. Goldstein Energy Lecture Award Committee. The nomination deadline is February 1.

(f) The International Gas Turbine Institute, Heat Transfer Division and TEC Sector Council have administrative responsibility for the award.

K.6.2. James Harry Potter Gold Medal

(a) The James Harry Potter Gold Medal was established in 1980 in honor of James H. Potter and recognizes eminent achievement or distinguished service in the science of thermodynamics and its application in mechanical engineering. The basis of the award shall include contributions involving the teaching, appreciation, or utilization of thermodynamic principles in research, development, and design in mechanical engineering.

(b) The successful candidate is selected by the James Harry Potter Gold Medal Committee and approved by the ASME Committee on Honors.

(c) The award consists of a $2,000 honorarium, a vermeil medal and a certificate.

(d) Nominations shall be sent to the Chair of the James Harry Potter Gold Medal Committee. The nomination deadline is February 1.

(e) The TEC Sector Council has administrative responsibility for the award.

K.6.3. Robert Henry Thurston Lecture Award

(a) The Robert Henry Thurston Lecture, established in 1925 in honor of the first President of ASME, provides an opportunity for a leader in pure or applied science or engineering to present to the Society a lecture on a subject of broad interest to engineers. The Lecture is presented at the ASME International Mechanical Engineering Congress and Exposition.

(b) The successful candidate is selected by the Robert Henry Thurston Lecture Committee and approved by the ASME Committee on Honors.

(c) The award consists of a $500 honorarium, plaque, certificate, and a travel expense supplement not to exceed $500.

(d) Nominations shall be sent to the Chair of the Robert Henry Thurston Lecture Committee. The nomination deadline is February 15.

K.6.4 Nomination of a Society-Level Award Candidate

(a) The nomination process shall be consistent with ASME policy. Details are given on the ASME web site under the ASME Committee on Honors (https://www.asme.org/about-asme/honors-awards/honors-policy/list-of-society-awards).

(b) Any person may nominate a candidate for a Society-level award, or write a letter of support for a candidate, with the following exceptions:

- Members of the ASME Board of Governors
- Members of the ASME Committee on Honors
- Members of the ASME General Awards Committee
- Members of the Special Award Committee that selects the successful candidate
- ASME staff

Self-nominations for awards are not permitted (except for the Charles T. Main Student Leadership Award).

(c) The process for completing a nomination for a Society-level award, and the nomination form, are provided on the ASME web site under the ASME Committee on Honors. Specific criteria for each award are provided on the individual award web page. Four letters of reference are required, one from the nominator and three from supporters. The nominator and supporters should be acquainted with the nominee's qualification as they relate to the requirements of the award. At least two of the supporters shall be members of ASME and no more than one may come from the nominee's organization.

Table K.6-1
Society-Level Awards that are Administered by the TEC Sector Council or Jointly Administered by the TEC Sector Council and One or More Other TEC Sector Groups

Name of Award	Form of Award	Nomination Deadline	Special Award Committee	Awarded By
Richard J. Goldstein Energy Lecture Award	$11,000 honorarium, bronze medal, certificate, travel supplement not to exceed $750	February 1	Richard J. Goldstein Energy Lecture Award Committee	ASME Committee on Honors
James Harry Potter Gold Medal	$2,000 honorarium, vermeil medal, certificate	February 1	James Harry Potter Gold Medal Committee	ASME Committee on Honors
Robert Henry Thurston Lecture Award	$500 honorarium, plaque, certificate, travel expense supplement not to exceed $500	February 15	Robert Henry Thurston Lecture Committee	ASME Committee on Honors

K.7 REVISIONS TO EXISTING HONORS AND AWARDS

K.7.1 TEC SECTOR-LEVEL AND TEC SECTOR GROUP-LEVEL AWARDS

Any revision to an existing award at the TEC Sector-level must be reviewed and approved by the TEC Council. Any approved revision must be recorded in the Council meeting minutes.

Any revision to an existing Group-level award must be reviewed and approved by the respective Group. Any approved revision must be recorded in the Group meeting minutes.

K.8 NEW HONORS AND AWARDS

K.8.1 TEC SECTOR-LEVEL AND TEC SECTOR GROUP-LEVEL AWARDS

(a) The TEC Sector, in collaboration with the TEC Sector Groups and ASME Awards department, may develop technical awards designated for recognizing individuals or groups in specific technical areas, community service and development.

(b) The TEC Sector may develop special contests and recognition award programs such as outstanding industry contribution, outstanding project, outstanding individual technical achievement and others.

(c) All requests for TEC Sector Group-level technical awards are referred to the ASME Awards department.

(d) The following items shall be documented in these Honors and Awards Guidelines for a new TEC Sector honor or award that is under the administrative responsibility of the TEC Sector Council.

(1) The name of the award. Awards named after individuals must follow the provisions of Section V.H of Society Policy P-2.7.
(2) The background to the award, and the purpose, in terms of recognizing an outstanding achievement, outstanding service, or other recognition.
(3) The required qualifications of the nominee.
(4) The form of the award such as a certificate, plaque, medal, and whether there is an honorarium and the amount.
(5) Whether the award includes a lecture, and if this is the case, guidelines for the lecture in terms of context, venue, etc.
(6) Whether the award is sponsored.
(7) The Special Award Committee if applicable.
(8) The nomination process.
(9) The nomination deadline.
(10) The process for selecting the award recipient.

K.8.2 SOCIETY-LEVEL AWARDS

(a) Development of new Society-level honors and awards shall be in accordance with Society Policy P-3.2, “Establishment of New ASME Society Awards and Contests.”

(b) The items listed under Paragraph K.8.I(d) shall be documented in these Honors and Awards Guidelines for a new Society-level honor or award that is under the administrative responsibility of the TEC Sector Council.

K.9 AMENDMENT TO TEC SECTOR HONORS AND AWARDS

These Honors and Awards guidelines may be amended by vote of the TEC Sector Council.

ATTACHMENT L - ASME TEC Sector Nominating Committee

The purpose of the ASME TEC Sector Nominating Committee ("TEC NC") is to support the TEC Sector Council in fulfilling its duty to identify the best qualified candidates for appointment to the TEC Sector Council and the ASME Nominating Committee. This attachment to the Operation Guide pertains to the formation of the TEC NC, its operation, and the conduct of elections.

L.1. Appointment to the TEC Sector Nominating Committee

a. Members of the TEC NC shall be appointed by the Senior Vice President of the TEC Sector in agreement with the TEC Sector Council. To ensure the selection of the best nominees, it is encouraged that TEC NC members be volunteers with experience hiring at the manager and executive level, who fully understand the challenges and opportunities facing ASME.

b. The TEC NC shall consist of three senior members of ASME. The term of office shall be three years with staggered terms such that one member retires each year.

c. The Chair of the TEC NC shall be the member whose term is nearest to completion. The Vice Chair of the TEC NC shall be the member whose term is the second nearest to completion. The Vice Chair of the TEC NC shall assume the responsibilities of the Chair should this position become vacant, or the Chair be unable to fulfill the duties of the office as determined by the TEC NC upon consultation with the Senior Vice President of the TEC Sector Council. Table 1 summarizes the terms of service for each nominating committee member for FY2020 – FY2026.

d. The TEC NC member terms will start on January 1, rather than ASME's conventional term start date of July 1, to better facilitate the selection processes for Vice Chairs and Members-at-Large.

Table 1

Tenure of the ASME TEC Sector Nominating Committee (CY 2020 – CY 2026)

Position	Inaugural Term	Next Appointment (Term)	
Member 1	2020 – 2021	2021	(2021 – 2024)
Member 2	2020 – 2022	2022	(2022 – 2025)
Member 3	2020 – 2023	2023	(2023 – 2026)

L.2 Guidance for the TEC Sector Nominating Committee

a. The TEC Sector Council shall be composed of the following voting members: Senior Vice President, two Vice Chairs, and two Members-at-Large. Every three years, the TEC Sector Council shall include a Senior Vice President-Elect, a non-voting member. The TEC NC will review the composition of the TEC Sector Council and identify the number of positions to be filled for the upcoming fiscal year.

b. The term of service for the Senior Vice President shall be three years. In the second year of the term, the TEC NC shall solicit nominations for a Senior Vice President, who will serve as Senior Vice President-Elect until inducted into office. The Senior Vice President-Elect may be a Vice Chair or Member at Large of the TEC Sector Council during his or her time as Senior Vice President-Elect. Table 2 summarizes the election cycle for FY2021 – FY2027.

c. The term of service for the Vice Chairs shall be three years with staggered terms. Table 2 summarizes the election cycle for FY2021 – FY2027. Vice Chairs will be elected by the process described in Section IV.

d. The term of service for the Members-at-Large shall be two years with staggered terms. Table 2 summarizes the election cycle for FY2021 – FY2027. Members-at-Large will be appointed by the process described in Section IV.

e. A Vice Chair or Member-at-Large who is elected or appointed to the TEC Sector Council for a period of time that is less than one full term is eligible to be elected or appointed to the same position for one full term.

f. Upon completion of one full term, the retiring member of the TEC Sector Council is eligible to run for a different position on the TEC Sector Council. A retiring member is eligible to serve the TEC Sector Council in the position from which he or she was retired after a three-year hiatus.

g. If an elected or appointed member of the ASME TEC Sector Council cannot fulfill their assigned duties for any reason, the Senior Vice President may nominate a replacement for appointment and approval by the Board of Governors to serve in the position until the close of the fiscal year. The position shall then be filled for the remainder of the term via the election or appointment process of Section IV.

Table 2
ASME TEC Sector Election Cycle (FY 2021 – FY 2027)

Position	Inaugural Term (Election)		Next Election Year (Term)	
Senior Vice President-Elect	2021 – 2022	(2021)	2024	(2024 – 2025)
Vice Chair 1	2021 – 2023	(2021)	2023	(2023 – 2026)
Vice Chair 2	2021 – 2024	(2021)	2024	(2024 – 2027)
Member-at-Large 1	2021 – 2022	(2021)	2022	(2022 – 2024)
Member-at-Large 2	2021 – 2023	(2021)	2023	(2023 – 2025)

L.3 Nominations for Positions of the TEC Sector Council

a. The TEC NC shall solicit nominations for each open position of the TEC Sector Council directly from the ASME membership, including the Chairs from each ASME Division, Research Committee, and Technology Group. Self-nominations are accepted.

b. The TEC NC shall use an application process consistent with ASME policy. Upon review and discussion of each nominee, the TEC NC shall propose a slate of at least two candidates for each open position.

c. It is the conscious intent that the slate of nominees supports a diverse TEC Sector Council with each member possessing integrity, judgement, and acumen, while offering credibility to the engineering profession. The composition of the Council should embody the diversity, equity, and inclusion policies of ASME, see also Attachment B, Model Statement for a diverse, equitable and inclusive ASME Leadership.

d. Nominees should possess a history of effective service to ASME with the potential for leadership as a future ASME officer, willing to devote time and contribute constructively to matters of the TEC Sector Council.

e. The TEC NC shall ensure that candidates from across the breadth of ASME are considered with the desired caliber to effectively serve in the position of interest.

f. The Senior Vice President (SVP) of the ASME TEC Sector shall preside over the TEC Sector Council by calling its meetings and preparing an agenda. The SVP must have the skill and experience necessary to work with the President of ASME and the Executive Director/CEO of ASME in developing and implementing key strategies of importance to development and growth in accordance with the professional and financial goals of ASME.

g. The Vice Chairs of the ASME TEC Sector will represent the Senior Vice President (SVP) upon absence, while having the skill and experience necessary to communicate and execute ASME strategy. This necessitates significant interaction with the SVP, ASME staff, and the volunteers of ASME to ensure that key performance metrics are met.

h. The Members-at-Large of the ASME TEC Sector shall address tasks assigned by the Senior Vice President of importance to member engagement and recognition. This implies an ability to engage and oversee task forces or committees that align ASME directives with member desires (e.g., Honors & Awards).

L.4 Process of Election to the TEC Sector Council

a. The TEC NC shall verify that proposed candidates are willing to stand for election or appointment and to serve if selected.

b. The TEC NC shall report the proposed slate of candidates to the Senior Vice President of the TEC Sector, who shall accept the slate, provided that it is consistent with ASME By-Laws and broadly consistent with this Operation Guide.

c. The slate of candidates for Vice Chair shall be announced at least four (4) weeks prior to the end of the election. There shall be a "Council Election" page on the ASME website where candidate statements and profiles for each candidate shall be posted.

d. The TEC NC shall be responsible for preparing the election ballots for distribution to the voters. Each member or proxy of the TEC Sector Assembly of Divisions and Research Committees, and Assembly of Technology Groups shall receive a ballot, information on each Vice Chair candidate, and voting instructions. Each member or proxy shall have one vote, to be submitted to the TEC NC.

e. The Vice Chair election process shall be completed by May 15th, allowing the ASME Board of Governors sufficient time to approve and appoint those selected. Completed ballots shall be submitted to the TEC NC before the specified deadline. The TEC NC will seek to achieve 100% participation by the TEC Sector Assembly of Divisions and Research Committees, and Assembly of Technology Groups.

f. The TEC NC shall verify the legitimacy of the ballots and count the ballots. For each open Vice Chair position, they shall identify the candidate with the most votes and submit his or her name to the Senior Vice President of the TEC Sector Council for subsequent approval and appointment by the Board of Governors. In the event of a tie, the TEC NC will break the tie by submitting the name of their preference to the Senior Vice President of the TEC Sector Council for subsequent approval and appointment by the Board of Governors.

g. The Senior Vice President of the ASME TEC Sector shall announce the results of the election for each open Vice Chair position and forward them to the ASME Managing Director, Governance for review by the Committee on Organization and Rules and then for approval and appointment by the Board of Governors. Should the Board of Governors not accept a proposed candidate for an open position, the Senior Vice President shall submit to the ASME President the name of the candidate receiving the second most votes in the election for the position as determined by the TEC NC.

h. The slate of candidates for Members-at-Large shall be identified by the TEC NC after considering all nomination packets received for Member-at-Large candidates, as well as the nomination packets for Vice Chair candidates who were not elected to a Vice Chair position. The TEC NC will submit the slate of candidates for open Member-at-Large positions to the Senior Vice President of the TEC Sector, for review and approval by the TEC Sector Council. The Senior VP of the TEC Sector will then submit the slate of candidates for Member-at-Large positions to the ASME Managing Director, Governance for review by the Committee on Organization and Rules and then for approval and appointment by the ASME Board of Governors.

L.5 Nominations for Positions of the ASME Nominating Committee

a. The TEC NC shall identify and record the names of candidates to be considered by the TEC Sector Council for a position on the ASME Nominating Committee. Candidates should possess the knowledge and skills necessary to effectively nominate members of experience, high standing, and active participation in the work of the Society to the offices of governance (Board of Governors) specified in Article C.4.1.7 of the ASME Constitution.

b. A running list of potential candidates to the ASME Nominating Committee shall be added to yearly and maintained by the TEC NC. It shall be readily available to the Senior Vice President of the TEC Sector upon request.

c. Nominating Committee members should have a broad and successful record of volunteer leadership, and a thorough knowledge of the Society and have served in senior roles in moderately large or complex organizations with experience in hiring managers and executives (not just contributors).

Voting members and alternates shall be of the Member or Fellow grade and not currently serving as an officer or as Governor of the Society.

Voting members serve a two-year term and alternates serve a one-year term, coinciding with ASME's Fiscal Year (July through June) [ASME By-Law B4.2.2.1]. Alternates shall commit to participate on the Nominating Committee for a three-year cycle. Five voting members will rotate off the Nominating Committee each year, and the alternates promoted to voting member, ensuring continuity while making room for new voices.

If a voting member is unable to serve, then an alternate will be identified by the Nominating Committee Chair from the pool of alternates.

Voting members are full participating members of the Nominating Committee, including casting votes for candidates. Alternates attend all meetings and trainings and participate in Nominating Committee business and committee votes, including interviewing candidates and deliberating in the Selection Meeting, but they shall not cast votes on candidates unless promoted to fill a voting member's vacancy.

Elected voting members and alternates shall begin their terms at the close of the Business Meeting at which they are elected.

No voting member or alternate shall be considered for nomination to become an Elected Governor of the Society during a term on the Nominating Committee, whether or not it is served.

Recommendations are expected from the Sector's Council and Committees. Suggestions may also come from VOLT. Nominees for the alternate positions are proposed, reviewed, and approved by the Sector's Council prior to the year in which their terms begin. The Council should put forward at least two (2) suggested alternates prior to the end of the second quarter of the fiscal year.

The five Senior Vice Presidents will jointly review at a meeting at the beginning of the third quarter of the fiscal year all of their recommendations for alternates of the Nominating Committee and select five to be nominated for election to the Nominating Committee pursuant to By-Law B4.2.2.1. The Senior Vice Presidents will provide up to five additional names to fill any vacancies that occur prior to the first Business Meeting of the new fiscal year. The suggested alternates would have completed a Nominating Committee application form which will include a resume. This form, which will be sent by the Nominating Committee Support Staff to the Senior Vice President with a copy to the Council's principal staff support, and resume are reviewed by the Senior Vice Presidents at the meeting. The Senior Vice President will notify any suggested alternates who have not been selected.

Refer to By-Law B4.2 Nominating Committee for more details.

L.6 Nominations for Positions of the ASME TEC Sector Nominating Committee

a. The TEC NC shall identify and record the names of candidates to be considered by the TEC Sector Council for a position on the ASME TEC Sector Nominating Committee. Candidates should possess the

knowledge and skills necessary to effectively nominate members of experience, high standing, and active participation in the work of the Society to positions on the TEC Sector Council (Senior Vice President, Vice Chairs, Members-at-Large) and candidates for the ASME Nominating Committee.

b. A running list of potential candidates to the ASME TEC Sector Nominating Committee shall be added to yearly and maintained by the TEC NC. It shall be readily available to the Senior Vice President of the TEC Sector upon request.

L.7 Amendment TEC Sector Nominating Committee

These TEC Sector Nominating Committee guidelines may be amended by vote of the ASME TEC Sector Council.