



Standards and Certification Training

Module A – Administrative A3. Membership Maintenance

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MODULE A COURSE OUTLINE

- A1. Tools and Resources
- A2. Codes and Standards Products
- A3. Membership Maintenance**
- A4. Honors and Awards
- A5. Publishing Codes and Standards
- A6. Productive Meetings and Appropriate Ballot Comments

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

REVISIONS

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

LEARNING OBJECTIVES

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

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

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

I. TYPES OF COMMITTEE MEMBERSHIP

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

STANDARDS COMMITTEE GROUPS

- Consensus Committee
 - The group composed of individual members of the standards committee that have the responsibility for voting on final approval of standards actions
- Standards Committee
 - The consensus committee plus delegates and contributing members
- Subordinate Groups
 - Subcommittee, Subgroup, Working Group, Project Team etc.

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

The Consensus Committee is the group composed of individual members of the standards committee that have the responsibility for voting on final approval of standards actions.

The Standards Committee consists of individual members plus the delegates and contributing members.

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

INDIVIDUAL MEMBERS

- Technically qualified
- Participate as individuals not representatives
- Duties
 - Consider subjects brought for action
 - Vote on proposals
 - Contribute expertise
 - Advise and vote on personnel actions
- May participate by attending meetings, correspondence, telephone, teleconference or other electronic means

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

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

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

ALTERNATES

- Act for member in member's absence
 - Have the same privileges as the member
 - Attend meetings or vote on ballots
 - Alternate's vote only counts if member didn't vote
- Proposed by the member, subject to approval of the committee and Board
- Have same interest classification as member or an interest classification that maintains balance
- Service ends at member's request or resignation of member

- An alternate is a person who attends meetings or intends to vote in place of an individual member.
- An alternate has all the privileges of a member during the period of their service in this capacity. However, the alternate's vote only counts if the member has not voted.
- Each member is permitted to appoint an alternate to attend meetings and act for them during their absence.
- Appointment of the alternate is subject to approval by the committee and the Supervisory Board.
- The alternate shall have the same interest classification as the member or else have an interest classification that maintains the required balance of the committee.
- Service by an alternate terminates at request of the member, or automatically when the member is no longer on the committee.

REPRESENTATIVES

- Intended to act on the member's behalf at a meeting
- Proposed by member, subject to acceptance by the Committee Chair
- Must have already signed or must sign a Participation Acknowledgement Form (PAF) thereby agreeing to comply with Society Policies
- Are not required to be the same interest classification as the member
- May only vote on actions other than standards actions
- Service ends at conclusion of meeting at which the individual is representing the member

- Representatives are intended to act on the member's behalf at a meeting.
- A representative is proposed by the member and is subject to acceptance by the Committee Chair.
- The representative, unlike the alternate, does not have to be of the same category of interest as the member.
- Like the alternate, when designated as a representative, the representative must have already signed or must sign ASME's Participation Acknowledgement Form (PAF), thereby agreeing to comply with Society Policies P-15.7 Ethics, P-15.8 Conflicts of Interest, P-15.9 Policy Against Discrimination (including Discriminatory Harassment) and P-14.6 Society Name, Seal, Emblem, Initials, Titles, Identification, and Certificates
- The representative, unlike the alternate, is only permitted to vote on actions other than standards actions.
- Service by the representative automatically terminates at the conclusion of the meeting at which the individual is representing the member.

DELEGATES

- Individual represents a group outside of the US or Canada on the committee
- Working knowledge of committee's technical work
- Proficient in English
- Each group represented shall be a recognized organization within its country
- Method for selecting a prospective delegate is at the discretion of the represented group
- Appointment of a delegate may be limited in scope relative to the charter of the standards committee, as determined by the consensus committee
- Delegates do not preclude the appointment of qualified individuals from other countries, as full members

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

DELEGATES

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

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

CONTRIBUTING MEMBERS

- Technically qualified
- Non-voting member
- Review and Comment vote on all standards actions ballots
- Contribute expertise
- May participate via attending meetings, correspondence, telephone, teleconference or other electronic means
- Attendance at meetings is optional
- Not assigned an interest classification

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

COMMITTEE OFFICERS

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

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

II. APPOINTMENT OF MEMBERS OF THE COMMITTEE

Part II – Appointment of Members of the Committee

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

INTEREST CLASSIFICATION

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

- The individual members of Standards Committees are classified in accordance with the business interests of their primary source of support for committee participation.
- The classification system and the classifications assigned to members require the approval of the cognizant Supervisory Board.
 - Common interest categories are:
 - Manufacturers – Those directly concerned with the production of the equipment for which the document is written
 - Users – Those who use the equipment for which the document is written but are not involved with its production
 - Regulatory – Governmental bodies having regulatory power or influence over the field in question.
 - General Interest – Those employed by government, academia, consulting firms, the public at large, etc. who have interest in the equipment for which the document is written
- Classification systems are used to establish balanced representation for developing evidence of consensus on standards committees.
- To ensure consensus committee membership balance:
 - No more than one-third of the membership from any single category for those standards committees dealing with safety codes and standards.
 - No single category shall have a majority for standards committee dealing with product standards.
 - Alternates must be from the same interest category as the member represented or shall have an interest classification that maintains the required balance.
 - Not required for Contributing Members

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

INTEREST CLASSIFICATION

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

Interest Classification for Delegates:

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

APPOINTMENT OF MEMBERS

- Prospective member completes application package:
 - Personnel Form (PF-1)
 - Participation Acknowledgement Form (PAF)
 - If applicant's first appointment to a S&C Committee:
 - Review Society Policies on
 - » Ethics (P-15.7)
 - » Conflict of Interest (P-15.8)
 - » Policy Against Discrimination(P-15.9)
 - » Society name, etc. (P-14.6)
 - Resume or additional supplemental forms (if required)

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

- A Personnel Form (PF-1), alternately an existing member may update their electronic PF-1 on C&S Connect
- A Participation Acknowledgment Form (PAF)
 - If this is an applicant's first appointment to a S&C Committee, they are required to return signed PAF to indicate that they:
 - Agree to adhere to Society Policies P-15.7 Ethics, P-15.8 Conflicts of Interest, P-15.9 Policy Against Discrimination (including Discriminatory Harassment) and P-14.6 Society Name, Seal, Emblem, Initials, Titles, Identification, and Certificates
 - Acknowledge ASME ownership of materials
- A Resume or additional supplemental forms (if required by the committee)

APPOINTMENT OF MEMBERS

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

NOTE: See Module B3 for more information on Conformity Assessment Committees

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

APPOINTMENT OF DELEGATES

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

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

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

REAPPOINTMENTS/TERMINATIONS/ RESIGNATIONS OF MEMBERS

- Reappointments
 - At the discretion of the committee
- Terminations
 - Chair must review members annually
 - Chair may recommend termination
 - Member is given the right to appeal
- Resignations
 - Member should notify committee officers

Reappointments:

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

Terminations:

- One of the duties of the Chair is to review the performance of committee members at least once each year.
- As a result of the review, the Chair may recommend termination of a member's membership subject to Supervisory Board approval. If an individual's membership is terminated, the member has the opportunity to appeal should they object to the termination.

Resignations:

- Members who wish to resign from a committee should inform the committee as soon as practical.

REAPPOINTMENTS/TERMINATIONS/ RESIGNATIONS OF DELEGATES

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

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

Terminations:

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

Resignations:

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

III. ELECTION OF OFFICERS

Part III – Election of Officers

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

COMMITTEE OFFICER ELECTION

- Weighted Ballot Process
 - Generally begins at least six months before expiration of incumbent's term
 - Secretary submits to members the names of those who are qualified and willing to serve
 - Secret Letter ballot is initiated
 - Member indicates their choice for office in preferential order
 - Points are assigned based on members preference
 - 3 = First choice
 - 2 = Second choice
 - 1 = Third choice
 - Run-off ballot for two top scoring candidate
 - Winner: candidate with majority vote
 - Subject to approval from the parent committee

A weighted ballot election process is used for committee elections. This process should begin at least six months prior to the expiration of the officer's term.

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

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

OFFICER TERMS

- Chair and Vice Chair
 - Three year term
 - Standards Committee
 - Committees reporting directly to the Standards Committee
 - Five year term
 - Committees not reporting directly to the Standards Committees
 - Terms of Chair and Vice Chair should coincide
 - No more than two consecutive terms shall be held in each office.
 - Limit may be exceeded for special circumstances, i.e. no other qualified candidate who is willing to serve.
 - Special circumstance are subject to approval by at least 2/3 of the parent committee

- Officers are appointed for terms based on committee hierarchy and can be up to five years.
 - Three year term
 - Standards Committee
 - Committees reporting directly to the Standards Committee
 - Five year term
 - Committees not reporting directly to the Standards Committees
- The terms of the Chair and Vice Chair should coincide
- No more than two consecutive terms shall be held in each office.
 - Limit may be exceeded for special circumstances, i.e. no other qualified candidate who is willing to serve.
 - Special circumstance are subject to approval by at least 2/3 of the parent committee.

IV. MEMBERSHIP RECORDS

Part IV – Membership Records

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

MEMBERSHIP RECORDS

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

ASME Database:

- ASME keeps a database for Committee use only which contains information about all ASME S&C volunteers, including contact information, the committees each is a member, delegate or alternate of, membership expiration dates, etc.
- The information contained in the database is used to create a number of standard reports including S&C Committee Rosters and the AS-11 Online Personnel Directory.

MEMBERSHIP RECORDS

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

Committee Rosters:

- Committee Rosters contain the contact information (address, phone, fax, email) for each individual member, contributing member, delegate and alternates, as well as their position held within the committee, membership expiration date, and an interest classification code.

MEMBERSHIP RECORDS

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

NOTE: Members can correct/update contact information by submitting changes to csadmin@asme.org

AS-11 Online Personnel Directory:

- The AS-11 Directory contains the contact information for all of the S&C volunteers.
- The information is searchable by committee or volunteer name.
- Volunteers can submit corrections and changes to AS-11 information such as your mailing address, e-mail address, telephone and fax numbers by emailing csadmin@asme.org.

MODULE SUMMARY

- Committee Membership includes the Chair, Vice Chair, Secretary, Individual Members, Contributing Members, Delegates, Alternates and Representatives
- All appointments and reappointments on subordinate committees are approved by their parent committee and membership appointments on Standards Committees are approved by the applicable Supervisory Board
- Members, Contributing Members and Delegates serve terms not to exceed 5 years
- Alternate terms expire on request of the member or when the member is no longer on the committee
- Officers are elected using the weighted ballot method
- Chair and Vice Chair are limited to two consecutive terms

- Committee Membership includes the Chair, Vice Chair, Secretary, Individual Members, Contributing Members, Delegates, Alternates and Representatives.
- All appointments and reappointments on subordinate committees are approved by their parent committee and membership appointments on Standards Committees are approved by the Applicable Supervisory Board.
- Members, Contributing Members and Delegates serve terms not to exceed 5 years.
- Alternate terms expire on request of the member, or when the member is no longer on the committee.
- Officers are elected using the weighted ballot method.
- Chair and Vice Chair are limited to two consecutive terms.

REFERENCES

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

References