OPERATION GUIDE

COMMITTEE ON ORGANIZATION AND RULES

1.0 Purpose

This Operation Guide defines the organization and activities required to fulfill the charge to the Committee on Organization and Rules (COR) as defined by the Constitution, By-Laws, Society Policies, and as assigned by the Board of Governors (BOG).

2.0 Authority

The authority granted to COR is defined by the BOG consistent with the limitation imposed by the Constitution, By-Laws, and Society Policies. This operation guide is not intended as a complete compilation of By-Laws or Society Policies applicable to COR. However, reference to such authority is designated at times for appropriate cross-reference.

3.0 Composition

31. The COR consists of not more than seven voting members appointed by the BOG. The Chair is selected annually by the COR from its voting members. The Chair annually selects a Vice Chair. The COR shall consist of two members chosen from among past Officers of the Society, one of whom must be a past president. A COR organization chart shall be prepared and distributed to COR members at the beginning of each Fiscal Year. The size and composition of the COR shall be regularly reviewed by the COR in relation to the assigned duties and responsibilities, and any recommendations made for change in size or composition submitted to the BOG.

3.2 Non-voting members of the COR may be appointed by the Chair of COR.

3.3 All members of COR shall have attained Member grade or higher and shall have signed the Conflict of Interest statement in accordance with Policy P-15.8.

3.4 The terms of all members shall be three years, with the terms ending in a staggered pattern over a three-year period. Terms of non-voting members shall be one year. Terms of office, for both voting and non-voting members will end at the close of the second business meeting of each fiscal year. Members may be reappointed to a second full term after serving one full term. Continued service beyond any partial term and two successive three-year terms on COR will be permitted only after the passage of at least two years as stated in Society P-4.4.

Revised December 2013
3.5 A senior staff person provides for COR advisory, administrative, and arrangements support.

4.0 Organization

4.1 Main activities

(1) Organization
(2) Rules

Other ad hoc activities or task forces may be established at the discretion of the Chair.

4.2 Officers Terms and Responsibilities

4.2.1 Chair

The responsibilities for the Chair of COR are to support, coordinate and facilitate the work of the COR, and to guide the COR to achieve the priorities established by the BOG. Specifically the Chair shall:

Report to BOG on behalf of COR
Preside over COR meetings
Appoint a Vice-Chair
Designate a member of COR to preside in the Chair’s absence
Appoint chairs for each of its main activities
Appoint task force chairs and members as needed
Assign duties to COR members
Maintain continuity of COR activity
Correspond on behalf of COR
Review draft meeting agendas
Review COR Budget

4.2.2 Main Activity Chairs

Main activity chairs are appointed by the COR Chair. The term of each main activity chair shall be one year ending at the close of the second business meeting of each fiscal year. The Main Activities Chairs shall:

Report to COR on behalf of the activity
Lead discussion on the activity at COR meetings
Assign duties to members for that activity
Prepare activity portion of COR annual report
Correspond on behalf of that activity when appropriate
5.0 COR Responsibilities

All COR members shall support each main activity. The chair may assign duties to COR members and call upon other ASME Members for support.

By-Law B5.2.3.1 states: "The Committee on Organization and Rules under the direction of the Board of Governors, shall ensure that the Society is organized and supplied with qualified leadership to serve the current and anticipated future needs of the membership, and shall reexamine regularly the Constitution, By-Laws and Policies of the Society."

By-Law B4.2.7 states: "Each year, not later than December 1, the Nominating Committee shall submit any proposed changes to Manual MM-10 to the Committee on Organization and Rules for review and recommendation."

5.1 Rules Activity:

Re-examine the Constitution, By-Laws and Policies of the Society regularly to ensure the Society is organized to serve the current and anticipated future needs of the membership.

COR will ensure that accurate copies of the ASME Constitution and By-Laws, Society Policies, Annuals, Manuals, Sector Operation Guides, and BOG Committee Operation Guides are maintained, and review and monitor Agreements of Cooperation and Affiliation as necessary.

5.1.1 Society Policies

5.1.1.1 Perform the periodic review and the initiation of revisions of those Society Policies for which COR is responsible as required by P-1.1, at least every six years

- P-1.1 Policy on Society Policies
- P-1.5 Procedures for Amendments to the Constitution and By-Laws
- P-4.1 Agreements of Cooperation
- P-4.2 Appointment of ASME Representatives to Other Organizations
- P-4.4 Selection, Nomination and Appointment of ASME Volunteer Personnel
- P-4.8 Annual Reports by Sectors and Committees Reporting to the Board of Governors
- P-4.9 Unit Evaluation Review
- P-4.10 Service on ASME Units by Member of the Staff
- P-4.12 Operation Guides
- P-4.14 Society-Wide Affiliations between ASME and Other Societies and Organizations

Revised December 2013
5.1.1.2 Within six years of adoption or revision, send each Society Policy to the Unit having responsibility for it. The Unit shall review the Policy according to guidelines established by the Rules Activity Chair and make a recommendation to reaffirm it unchanged, revise and reaffirm, or eliminate it (P-1.1).

5.1.2 Constitution and By-Laws

5.1.2.1 Act on recommendations for organizational and operational changes made by Society units by developing proposed changes to the Constitution, By-Laws and Society Policies for consideration by the BOG to implement such changes; and

5.1.2.2 Act on its own initiative to recommend changes of wording in the Constitution, By-Laws and Society Policies that it deems necessary or desirable to clarify the meaning or intent of the existing Constitution, By-Laws and Society Policies.

5.1.2.3 Propose new By-Laws and Society Policies as considered appropriate.

5.2 Organization Activity:

5.2.1 Ensure that the Society is organized and supplied with qualified leadership to serve the current and anticipated future needs of the membership per P-4.2 and P-4.4.

5.2.1.1 Review proposed appointments to all standing committees reporting to the BOG and proposed appointments of all non-elected voting members of the sectors except for the position of senior vice president and shall send to the BOG recommendations concerning these appointments;

5.2.1.2 Review proposed appointments of ASME representatives to other activities outside the Society and shall send to the BOG recommendations concerning these appointments;

5.2.1.3 Consider diversity in the review of proposed appointments to strive for a diverse corps of volunteer leaders. Diversity is described in the “Case for a Diverse ASME Leadership” as shown in Appendix A and in Society Policy P-15.11 Diversity and Inclusion.
5.2.2 Provide guidance and support in all areas of Society organization upon request by the BOG, including Agreements of Cooperation and Affiliation. COR also responds to suggestions concerning Society organizational matters from the committees reporting to the BOG, the sectors, or the BOG. COR may also initiate studies and policy change recommendations.

5.2.3 Examine the effectiveness of the Society organization upon request by the BOG and develop recommendations for organizational refinements.

5.2.4 Recommend specific areas of interest or activity pertaining to organization of the Society and recommend units of the Society to undertake the analysis or investigation.

5.2.5 Evaluate organizational changes proposed by the sectors or committees reporting to the BOG as they relate to the Constitution, By-Laws and Society Policies.

5.2.6 Identify and propose organizational changes which support the implementation of approved strategic planning issues; and, on request, assist in the assessment of the potential organizational impact of proposed strategic issues.

5.2.7 Review problems identified by the sectors or the BOG which result from overlapping or intersecting responsibilities of units of the Society and propose solutions.

5.2.8 Maintain the COR Operation Guide.

5.2.9 Review issuance of new annuals and manuals and subsequent revisions, and refer review results back to the originating unit for information.

5.2.10 Receive and review operation guides per Policy P-4.12 and refer review results back to the originating unit for information.

5.3 Nominations Procedures:

5.3.1 The COR will determine the volunteer membership size of COR for the new Society year and identify nominees for the following:

5.3.1.1 Vacancies on the COR as they occur each year in the member-at-large and past-elected officer positions.

5.3.1.2 The COR Chair for the new Society year.

5.3.2 The COR members select a nominations chair to preside over the selection of the COR Chair for the new Society year.

Revised December 2013
5.3.3 The COR Chair will assure that the COR membership composition is in accordance with the requirements of and with the terms of office.

6.0 Staff

The Managing Director of Governance assisted by the Manager, Board Operations provides ASME staff support to the COR.

The responsibilities of staff include the following:

6.1 Prepare meeting agendas at the direction of the Chair of COR, prepare minutes for meetings of the COR, and make arrangements for these meetings and for COR activities if required.

6.2 Maintain records and files of COR activities.

6.3 Maintain liaison with the sectors and committees reporting to the BOG and prepare the paperwork for processing new appointments which will require consideration by the COR and final approval by the BOG.

6.4 Maintain liaison with the sectors and committees reporting to the BOG on the need for review of existing policies and prepare the paperwork for understanding and processing new by-laws and policies.

6.5 Provide coordination by reviewing the actions of the BOG, as well as the activities of the sectors and committees reporting to the BOG, and bringing pertinent matters to the attention of the COR.

7.0 COR Functional Operation

7.1 Schedule of Meetings

The COR usually meets in advance of the BOG meeting to ensure that items for the BOG meeting are included in the BOG agenda. The schedule is reviewed by the COR at each meeting to determine the need and timing of the subsequent meetings. If no funds are provided for travel for COR members, meetings will normally be by teleconference.

7.2 Conduct of Meetings

Robert’s Rules of Order Revised shall govern the meetings of the COR, unless the COR with a quorum in attendance at any meeting adopts special rules and procedures to govern deliberations on items of business. A quorum for each meeting of the COR shall be no less than 50% of the numbers of members of the COR. In the absence of a quorum, those
members of the COR who are present may adjourn the meeting to a later
time or to another date. The meetings shall be conducted in a manner to
preclude conflict with the Constitution, By-Laws and the Society Policies.

7.3 Funding for COR Activities

In the event the BOG assigns activities to the COR beyond the usual scope
of activities, funding may be requested for the purpose of facilitating the
objectives of the special activities.

7.4 Execution of COR Functions

The COR work product is substantiated recommendations and suggestions
on Society organization, membership, and rules, which are presented to the
BOG.

7.5 Reports of the COR

7.5.1 The COR provides recommendations for Appointments to the BOG following
nominee proposal by the sectors and the committees reporting to the BOG.

7.5.2 The Chair of COR provides action items as appropriate to the BOG at each
BOG meeting.

7.5.3 The COR provides other reports to the BOG as requested or in response to
specific assignments to COR by the BOG.

Revisions: May 2010
December 2013

Revised December 2013
Diversity is not only people who look different—it’s also people who have different experiences and thoughts. What shapes the future is not what we have in common, but the interplay of our differences.

It is important for you to understand ASME’s commitment to diversity and to incorporate “strategic diversity” into its business model.

Some persons, hearing the word “diversity,” equate it with the affirmative action programs of the 1960s and 1970s. However, in recent years the diversity debate has shifted from the moral obligation of affirmative action to a business imperative.

The leading global organizations of the 21st Century will be those that create a constant stream of innovative goods and services, winning customers and earning loyalty through exceptional performance. No one type of person, or group of people, has all the skills and talents needed. Top 21st Century organizations -- faced with intense competition in global markets, record numbers of mergers and acquisitions, and the global war for talent -- are focusing on how to leverage diversity as their competitive differentiator.

ASME believes that diversity is both the ways in which we differ as individuals or organizations and the commonalities and similarities that justify and motivate diverse people and entities to work collaboratively together, in order to achieve mutually beneficial outcomes. Diversity includes attribute differences such as age, gender, ethnicity and physical appearance; as well as personal differences such as thought styles, religion, nationality, socio-economic status, belief systems, sexual orientation and education.

Closely linked to diversity is the concept of inclusion: the due diligence of seeking the reason(s) why and the way(s) that all people should and can participate in and contribute to projects, programs and processes, or any opportunity that will achieve the successful outcomes.

Becoming indispensable to Young Engineers leverages age diversity. (Creating Membership, adding future leadership and present skills)
Making a priority of Globalization leverages geographic and cultural diversity. (Adding Membership and creating opportunities)
Achieving a Multi-disciplinary Approach priority leverages technical knowledge/specialization diversity. (Creating Membership, opportunity and recognition)
Achieving a priority of enhanced Industry-Government involvement leverages sector diversity. (Creating respect and prestige)
Increasing the number of female and under-represented minorities within the ASME Membership leverages gender and ethnic diversity. (Adding creativity and talent)

Inclusion of diversity within the ASME leadership at all levels will be a complex, ongoing change process, designed to increase organizational capability by:

Addressing factors of ‘differences’ that have an impact on bottom-line performance.
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 and inclusiveness in its leadership structure and business plan, ASME may anticipate the following results:

**Attraction and retention of top talent.** The average age of workers is rising. The number of women entering the workforce continues to escalate. Employees are becoming more mobile with changing needs and expectations. Continued success depends on ASME’s ability to attract and fully utilize the diverse pool of talent in the engineering profession.

**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 customers and markets.

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