

ASME Design Engineering Division Operation Guide

This document is intended as a supplement to the Division By-Laws.

Original	October 2008
Revised:	May 2, 2014
Approved by Design Engineering Division:	August YY, 2014
Approved by Systems and Design Group:	September AA, 2014

1. Background

The mission of the Design Engineering Division, hereinafter called the Division, and major activities of the Division are defined in the By-Laws, with elaborations in this Operation Guide.

2. Executive Committee (ExComm)

The Executive Committee shall function in accordance with all pertinent directives of the Society.

2.1. Members and Duties

2.1.1. Chair

The Chair is the officer who is ultimately responsible for the Division. The Chair shall oversee all Division activities and its operation. The Chair is also responsible for the oversight of the Division's custodian accounts and the operating budget. While overseeing Division operations, the Chair shall engage the following activities:

- The Chair shall communicate with members of Executive Committee and the Chairs of technical, advisory, and any special committees on matters of interest to the Division.
- The Chair shall communicate with members of ASME Headquarters Staff on matters of interest to the Division.
- The Chair shall call meetings of the Division and coordinate with the Secretary to establish meeting agendas.
- Except as provided for in the By-Laws, the Chair shall preside at all meetings of the Executive and General Committees of the Division.
- The Chair shall serve as delegate to the Systems and Design Technical Group Operating Board and provide reports to the Group.
- The Chair shall provide status reports of the Division as a whole to members of the Executive Committee, any of the technical committees, the Advisory Committee, and any special committees.
- The Chair shall prepare the Division Annual Plan and Annual Report.

- The Chair shall authorize payment of invoices in conjunction with the Vice Chair/Treasurer of the Division and coordinate payments through ASME Headquarters Staff.
- The Chair shall approve technical committee chairs and any special committee appointments prior to taking office.
- The Chair shall sign the approval forms for appointing Associate Editors of the Division's journal, after approval by the ExComm - as described in this Operating Guide, and forward to the ASME Publications Committee.
- The Chair shall work with the Secretary to maintain the content of the Division's website.
- The Chair shall work with the Secretary to constitute a special publicity and newsletter committee whose purpose shall be to publish current Division activities, events, and news in the Division's newsletters
- To separate the nominating process from the selection process, the Chair shall constitute an honors and awards special nominating committee.
- The Chair shall work with the Honors and Awards Executive to organize the Division's annual Awards Ceremony.

2.1.2. Vice Chair/Treasurer

The Vice Chair is also the treasurer for the Division. He/she is responsible for the Division's custodian accounts and the operating budget, and the oversight of the accounts for each technical committee. The Vice Chair is the liaison for the Advisory committee and special committees. In this capacity, the Chair shall engage the following activities:

- The Vice Chair/Treasurer shall assume responsibilities of the Chair when the Chair is unavailable.
- The Vice Chair/Treasurer shall serve as an alternate for the Division at meetings of the Systems and Design Technical Group.
- The Vice Chair/Treasurer shall establish policy in consultation with the Executive Committee related to the Division's custodian account.
- The Vice Chair/Treasurer shall maintain records for the Division related to income and expenses. The Vice Chair/Treasurer shall report on the status of the custodian account at meetings of the Division.
- The Vice Chair/Treasurer shall attend, as possible, meetings of the Advisory committee and any special committees of the Division and maintain an awareness of the Division.

- The Vice Chair/Treasurer shall approve expenditures on behalf of the Division, but these must be co-authorized by the Chair or the Secretary in the absence of the Chair. Expenditures from the Division's Custodian and Operating Funds require a two person authorization per Society Policy P-2.1, "Custodian and Operating Funds: Technical Divisions, Research Committees, Sections and Other Society Activities."

2.1.3. Conference Executive

The Conference Executive is the liaison between the Executive Committee and the Chair(s) of the International Design Engineering Technical Conferences (IDETC). The Conference Executive is also the liaison between the Executive Committee and the Chair of each individual conference participating in the IDETC. In this capacity, the Conference Executive shall engage the following activities:

- The IDETC Executive shall coordinate with the Technical Committee Executive to determine the needs of the technical, Advisory and any special committees in scheduling meetings at the International Design Engineering Technical Conferences. The Conference Executive shall coordinate a meeting schedule with the IDETC conference chair(s) and communicate these needs to ASME Headquarters Staff three months prior to the conferences so that meeting times and rooms can be arranged.
- The Conference Executive shall attend, at the IDETC, as many meetings of the technical and special committees as possible.
- The Conference Executive shall solicit reports from the General Chair(s) of the IDETC for reporting at meetings of the Executive and/or General Committees.
- The Conference Executive shall coordinate Chairs for past, current and future IDETCs.
- The Conference Executive shall coordinate activities of the Division at the International Mechanical Engineering Conference and Exhibition (IMECE). The Conference Executive shall attend the general planning meeting held annually at the IMECE for future IMECES and, if appropriate, request sessions for the Division. Should there be Division-sponsored sessions at the IMECE, the Conference Executive shall set deadlines for technical committees to submit session titles, session chairs and papers for IMECE sessions sponsored by the Division.
- The Conference Executive shall call meetings for those technical committees interested in planning conferences separate from the IDETC.
- The Conference Executive shall act as the liaison between the Executive Committee and the Chair of any technical conference

sponsored by a technical committee of the Division that is independent of the IDETC.

- The Conference Executive shall keep a master calendar, for the current Division Year, of all Division sponsored or co-sponsored conferences and update the information at the Division's website.

2.1.4. Technical Committee (TC) Executive

The Technical Committee Executive is responsible for the oversight and coordination of the technical committees in the Division. In this capacity, the TC Executive shall engage the following activities:

- The Technical Committee (TC) Executive shall coordinate the divisional needs of the technical committees and communicate them to the Chair.
- The TC Executive shall attend, at the IDETC, as many meetings of the technical committees as possible.
- The TC Executive shall prepare a list of the approved incoming chairs, and appointees to technical and special committees.
- The TC Executive shall organize the solicitation of Technical Committee special initiatives, the selection of the Division funded special initiatives, and the monitoring the progress of awarded initiatives.
- The TC Executive shall solicit reports from the Chair of any technical conference sponsored by a technical committee of the Division, but held independently of the IDETC, for reporting at meetings of the Executive and/or General Committees.
- The TC Executive shall collect the roster of technical committee executive-board members (officers) and pass it to the Secretary of the Executive Committee.
- The incoming TC Executive shall submit to the ExComm a nomination for Parliamentarian at least three months prior to taking office. If a majority of the ExComm members object to the nomination, the incoming TC Executive will prepare another nomination; otherwise the nominated Parliamentarian will be approved for a two-year term.

2.1.5. Secretary

- The Secretary shall communicate with members of the Executive Committee and Chairs of the technical, Advisory, and any special committees to compile potential agenda items for meetings of the Executive and General Committees. The Secretary shall confer with the Chair to establish meeting agendas. The Secretary shall distribute agendas one month prior to the meetings.

- The Secretary shall take minutes of the Executive and General Committee meetings.
- The Secretary shall request and collect committee reports prior to the General Committee meeting at the IDETC. Those reports will be distributed to the Executive Committee prior to the General Committee meeting at the IDETC.
- The Secretary shall distribute meeting minutes to all members of the Executive and General Committees within 30 days after a meeting.
- The Secretary shall maintain a roster of the executive-board members from each technical committee of the Division.
- The Secretary shall maintain a roster of members of the Advisory and any special committees of the Division.
- The Secretary shall make sure the Division's website information is up to date and work with the Chair to maintain the Division's website content.
- The outgoing Secretary shall coordinate with the incoming Secretary in establishing agendas and taking and distributing minutes. The incoming Secretary will be invited to participate in Executive and General Committee Meetings prior to taking office.
- The Secretary shall attend meetings of the technical and special committees as often as possible.
- The Secretary shall serve as apprentice for the Conference Executive or the Technical Committee (TC) Executive according to the next position that will be assumed by the Secretary. As apprentice for the Conference Executive, the Secretary will also be an alternate representative to the International Mechanical Engineering Congress and Exposition (IMECE).

2.1.6. Publications Executive

The Publications Executive is responsible for the oversight and coordination of all Division journals. In this capacity, the Publications Executive shall engage the following activities:

- The Publications Executive shall act as the liaison between the Executive Committee and the Journal Editors. The Publications Executive shall also act as the liaison between the Executive Committee and other publications activities of the Division where appropriate.
- The Publications Executive will coordinate the voting of new approvals of Division journal editors and associate editors among the Executive Committee.

- The Publications Executive shall solicit reports from the Division's Journal Editors for reporting at meetings of the Executive and/or General Committees.
- The Publications Executive shall facilitate communication and sharing lessons learned among the Division's journals.
- The Publications Executive shall monitor the Division Journal's revenue and the revenue distribution formulas.
- The Publications Executive shall be the representative to the Systems and Design Group (SDG) Operating Board's Committee on Publications as required by the SDG.
- The Publications Executive shall coordinate Division activities and communications with the ASME Publications Committee.

2.1.7. Long Range Planning Executive

The Long Range Planning (LRP) Executive is responsible for developing and maintaining a strategic plan for the division. In this capacity, the LRP Executive shall engage the following activities:

- The Long Range Planning Executive shall oversee the development of the Strategic Plan for the Division.
- The Long Range Planning Executive shall serve as a liaison with ASME on long-range strategic issues relevant to the mission of the Division.

2.1.8. Honors and Awards Executive

The Honors and Awards (HA) Executive is responsible for the oversight and coordination of all Division awards. In this capacity, the HA Executive shall engage the following activities:

- The Honors and Awards Executive shall oversee and coordinate all of the Division's and Technical Committees' honors and awards activities. The relevant activities include: 1) call for nomination (working with the Division's Special Nominating Committee), 2) check completeness of nomination packages, 3) coordinate award evaluation and winner selection by award committee members, 4) coordinate the production process of various award medals, plaques and certificates, and 5) organize award presentation ceremony/banquet.
- The Honors and Awards Executive shall serve as Chairperson of the Divisions Honors and Awards Committee as well as Chairperson of the following Society level and Division level award committees (the Honors and Awards Executive does not participate in voting for winning selection; however, when there is a tie, the Honors and Awards Executive can use his/her vote to break the tie):

- Machine Design Award
- Ruth and Joel Spira Outstanding Design Educator Award
- Barnett-Uzgiris Product Safety Award
- J.P. Den Hartog Award
- Robert E. Abbott Award
- Leonardo da Vinci Award
- Thar Energy Engineering Design Award
- The Honors and Awards Executive shall maintain, with the help of ASME staff, a complete and up-to-date list of all the Division's and technical committees' honors and awards and the corresponding accounts and their current balances.
- The Honors and Awards Executive shall maintain, with the help of ASME staff, complete and up-to-date lists of committee members for the above mentioned Society level and Division level awards. All award committee members serve a 3-year term with a possible 3-year extension. The society level award committee members are selected by the Division Chair. The Division level award committee members are selected by the Honors and Awards Executive.
- The Honors and Awards Executive shall develop plans to enhance the Division's activities in Honors and Awards.
- The Honors and Awards Executive shall be the representative to the Systems and Design Group (SDG) Operating Board's Committee on Honors and Awards as required by the SDG.

2.1.9. Immediate Past Chair

The Immediate Past Chair provides assistance and advise to the Chair and helps with the operation and oversight of the Division. In this capacity, the Immediate Past Chair shall engage the following activities:

- The Immediate Past Chair shall chair a special nominating committee to select incoming members of the Executive Committee according to the procedure outlined below.
- The Immediate Past Chair shall report results of Advisory Committee functions to the Executive Committee.

2.2. Executive Committee Election Procedures

2.2.1. Prior to December of each year, the Chair of the Executive Committee shall create a special nominating committee consisting of: the Immediate Past Chair of the Executive Committee; another member from the Advisory

Committee; and two members from the General Committee, representing a balance among education, industry and technical publication. The Immediate Past Chair shall be the Chair of this special nominating Committee.

- 2.2.2. This special nominating committee shall develop a pool of candidates, encouraging nominations from all technical committees of the Division, thereby providing the opportunity for a diverse representation of technical committees on the Executive Committee. Current officers of technical or any special committees, or current Technical Editors of Division sponsored or cosponsored journals are not eligible unless their terms end before the following July 1. Current members of the special nominating are not eligible to be current nominees. Nominees must commit to a service obligation of six years (three years for Publications Executive and Honors and Awards Executive).
- 2.2.3. This special nominating committee shall provide for each candidate a brief vita (approximately three pages) and one or two nominating letters. These materials may be derived from submitted materials from sources external to the special nominating committee.
- 2.2.4. This special nominating committee shall select a Vote Counter for tallying confidential votes and maintaining voting records for one year. He/she shall not be a member of the Executive Committee, nor a nominee for any position on the Executive Committee.
- 2.2.5. Confidential voting shall be done by a quorum of the Executive Committee.
- 2.2.6. Sequential voting, with members in the active pool voting for only one candidate per round, will be conducted by this special nominating committee. This process will be repeated, if necessary, after dropping the nominee with the smallest number of votes until a nominee has a majority of the votes cast from the active voting pool. E-mails and faxes sent solely to the Vote Counter will be acceptable modes for confidential voting, but not the telephone.
- 2.2.7. The Division Chair shall inform each new member of his/her election and responsibilities.

3. General Committee

All members of the General Committee shall be selected in accordance with the Division By-laws.

3.1. Technical Committees

- 3.1.1. Technical committees shall promote the advancement of technical knowledge in design engineering. Each committee shall encourage the presentation of technical papers and information and shall cooperate with the DETC Executive in obtaining outstanding presentations

3.1.2. The Division's Technical committees are:

- Design Automation
- Design Education
- Design for Manufacturing and Life Cycle
- Design Theory and Methodology
- Fastening and Joining
- Mechanisms and Robotics
- Micro/Nano Systems
- Multibody Systems and Nonlinear Dynamics
- Power Transmission and Gearing
- Reliability, Stress Analysis and Failure Prevention
- Vehicle Design
- Vibration and Sound
- Mechatronic and Embedded Systems and Applications

3.1.3. Technical Committee Formation

- A prospective new technical committee must function as a sub-committee under an existing technical committee for at least one year.
- A request for formation of a new technical committee is made by petition of responsible members to the Chair of the Division. The petition shall include operating procedures and the names of no fewer than 12 individuals to be members of the proposed committee.
- A petition for a new technical committee shall be subject to review by the Executive Committee before it is accepted by the Chair.
- A new technical committee is formed upon approval of its petition by a majority vote of the Executive Committee.

3.1.4. Technical Committee Membership

- Each committee shall have no fewer than 12 members. No fewer than two members shall be active in, or be recognized authorities in, designated industries such as, but not limited to those, identified in 3.1.2.
- Each committee chair shall submit for approval the name of a nominee for committee chair for the following administrative year to the TC Executive. The names of nominees for technical committee chairs must be received prior to the spring meeting of the Executive Committee. Nominees for technical committee chairs are approved unless there is a specific objection by an Executive Committee

member, in which case a special appointment will be made, in consultation with the TC Executive and the appropriate technical committee leadership, as an item of business at the IDETC General Committee Meeting.

- Each committee shall appoint new officers or re-appoint current officers prior to the beginning of October 1.
- Committee officers shall not serve more than four consecutive years in the same office.

3.1.5. Technical Committee Information

- Each committee shall maintain updated information on the Division's website; at a minimum their current Division-approved mission, officers and By-Laws/Operation Guide documents.
- Each committee chair shall receive approval by the Executive Committee for any additional 'official' website other than the Division's website.

3.1.6. Technical Committee Termination

- Termination of a technical committee will be considered when the technical committee stops being active; typical evidence of this, at the Division level, would include, but are not limited to, such things as failure to respond to formal division requests, failure to submit an annual report, and failure to submit regular committee leadership information.
- Termination of a technical committee may be proposed at a regularly scheduled meeting of the Executive Committee.
- The TC executive shall be responsible for evaluating the status of a committee proposed for termination and reporting the status at the next scheduled meeting.
- The Executive Committee shall review the report of the TC executive and vote to retain or terminate the committee. Termination is approved by a majority vote of the Executive Committee.

3.2. Advisory Committee

3.2.1. The Advisory Committee shall be composed of the five immediate past Chairs of the Division.

3.2.2. The immediate past Chair of the Division shall be the Chair and Secretary of the Advisory Committee.

3.2.3. The Advisory Committee shall meet as necessary in conjunction with one of the meetings of the Division.

3.2.4. The Advisory Committee shall provide input as requested to the Chair and to the Executive Committee of the Division.

3.3. Special Committees

3.3.1. The Chair of the Executive Committee shall appoint special committees, as they are deemed necessary by the Executive Committee.

3.3.2. The Chair of the Executive Committee shall make all appointments to the special committees and designate the chair of each special committee sufficiently prior to taking office to permit discharge of obligations to the Division.

3.3.3. Special committee appointments shall typically be for a term of one year and terminate at the Executive Committee Meeting held at the International Design Engineering Technical Conference; however, at the discretion of the Executive Committee and agreement of the special committee members, a special committee may be constituted for a specified period of time that is longer than one year.

4. Committee Function

4.1. Vacancies on Committees

4.1.1. An Advisory or special committee having a vacancy may submit nominees to the Chair of the Division for the Chair's approval or request the Chair of the Division to make an appointment.

4.1.2. The Chair of the Division shall attempt to fill all Advisory or special committee vacancies within ninety days.

4.1.3. Technical committee vacancies shall be filled in accordance with the operating procedures of the affected committee.

4.2. Committee Reports

4.2.1. The chairs of all committees shall annually submit written reports of their committees' activity and / or progress to the Secretary of the Executive Committee to be included in the minutes for the Executive Committee or General Committee meetings held during the IDETC, and at other times if requested by the Chair of the Division.

4.2.2. The chair of each special committee shall annually submit to the Secretary of the Executive Committee the names, contact information and the duration of the terms for all committee officers, to be included in the minutes for the Executive Committee or General Committee meetings held during the IDETC, and updated as necessary.

4.2.3. The chair of each technical committee shall annually submit to the Technical Committee Executive the names, contact information and the duration of the terms for all committee officers and chairs of current and

future technical conferences, to be included in the minutes for the General Committee meeting held during the IDETC, and updated as necessary.

5. Division Reports

- 5.1. The Chair and Secretary of the Division shall submit written reports to the Executive and General Committees at the close of the administrative year and at other times as appropriate.
- 5.2. The Chair of the Division shall submit written reports to the Vice-President of the Systems and Design Group at the close of the administrative year and at other times as appropriate.

6. Conferences

- 6.1. The ASME Event Planning and Execution Guidelines (EPEG) outlines the operating guidelines for all ASME conferences and events. The Conference Executive should review this document plus any updates and revisions with relevant conference organizers and serve as a liaison for feedback to ASME staff for updates and suggestions related to Division conferences and events.
- 6.2. As per ASME guidelines, the Event Planning and Approval Tool (EPAT) is required for any conference; budgets and figures from past conferences will be automatically populated into the appropriate web forms. Note that no contracts can be signed on behalf of ASME before the conference has been approved. In fact, Division volunteers cannot sign major contracts; such as the contracts with the conference hotels. ASME must be involved as they sign the contracts.
- 6.3. For conferences co-sponsored by the Division, the Conference Executive should also reference additional ASME information and forms found under the ASME Knowledge and Community (K&C) Sector information. Note that full disclosure of dual membership in ASME and any co-sponsor organization and other potential conflict of interest must be given to K&C Conference Planning Committee (CPC) and ASME Legal staff (see also Society Policy P-15.8, Conflicts of Interest).
- 6.4. The Conference Executive should facilitate organization and development of Industry Forums associated with Division conferences and events. Direct interface with ASME staff will provide the latest policies and procedures as these events and their planning are currently under development.

7. Editors

- 7.1. The Editors shall act as liaisons between the Executive Committee and the journals associated with the Division.
- 7.2. For the Division, a journal Editor position is not to be held by the same individual for consecutive five-year terms.

- 7.3. At least six months prior to the completion of the Editor's term, he/she may submit the names of up to three candidates for a successor to the Executive Committee, after consultation with the technical committees. The candidate who receives a majority vote of the Executive Committee will be selected and his/her name will be forwarded by the Division's Chair to the ASME Publications Committee for approval. If there is no majority then the nomination process will become open, the Executive Committee will seek nominations from the technical committees and others in the Division's community, and the selection will again be made by majority vote of the Executive Committee.
- 7.4. Three months prior to the appointment or reappointment dates of Associate Editors, the Editors shall submit for approval names of candidate Associate Editors to the Publication Executive. Nominees for Associate Editor are approved by majority vote of the Executive Committee. Following approval by the Chair of the Division, the Editor(s) shall forward the candidate's name(s) to the ASME Publications Committee for approval.
- 7.5. The Editors shall report on the status of journals associated with the Division at meetings of the Executive and General Committees.
- 7.6. The Editors shall establish policy for forwarding papers submitted to the International Design Engineering Technical Conferences to the journals associated with the Division. The Editors shall communicate this policy to the Conference Executive and / or the conference chairs.

8. Interpretation

Provisions in these Operation Guide procedures shall be interpreted in accordance with the By-laws and Policies of the Society.

9. Amendments

- 9.1. The Operation Guide shall be revised according to the requirements of the K&C Sector Operation Guide, Section 21, the requirements of the Technical Communities Operating Board, and Society Policy P 4.12, "Operation Guides".
- 9.2. Amendments to the Operation Guide shall be acted upon at any scheduled meeting of the Division.
- 9.3. Proposed amendments to the Operation Guide shall be submitted in writing to the Parliamentarian and the Secretary at least one month prior to the meeting of the Division during which the amendments are to be acted upon.
- 9.4. Once amendments are finalized by the Executive Committee, as overseen by the Parliamentarian, copies of the amended Operation Guide shall be submitted to members of the Executive and General Committees at least two weeks prior the meeting of the Division during which the amendments are to be acted upon.
- 9.5. The Operation Guide of the Division may be amended by a simple majority of a quorum of the General Committee as defined in the By-laws.