

Technical Committee Guideposts—SAE J1271 AUG79

SAE Recommended Practice
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1. Introduction

1.1 These Guideposts were written to provide information needed by SAE technical committee members. Subject matter covers relations of technical committees to the SAE organization and, in broad terms, committee operating procedures.

1.2 The *Guideposts* are the outgrowth of the principles and policies of the Society, and they reflect the philosophies, traditions, and methodology that have emerged from years of successful operations of SAE technical committees.

1.3 These Guideposts are necessarily brief and presented in an outline form. For additional information refer to the latest issue of the SAE Technical Board Rules and Regulations and appropriate Council Operating Practices.

2. SAE Objective

2.1 The objective of the Society is to promote the Arts, Sciences, Standards, and Engineering Practices connected with the design, construction, and utilization of self-propelled mechanisms, prime movers, components thereof, and related equipment. SAE serves its members and the General Public through meetings and programs developed by its various Engineering Activities and Sections, through its Placement Committee, and through its publications; *it serves industry, government, and the public through the development of technical reports¹ including engineering standards and recommended practices, and distributing these documents.*

3. SAE Technical Board

3.1 Organization—The Technical Board is the agent of the SAE Board of Directors with authority to direct and supervise all SAE Cooperative Engineering Programs, including standardization, research, and the participation in technical committee activity of other organizations. Fig. 1 shows its position in the Society's structure, the councils, and a few examples of technical committees it administers.

3.2 Philosophies

3.2.1 The Technical Board will consider those projects for which industry, government, the public, or other responsible agencies have expressed a need and which lend themselves to cooperative solution. Within their own operations, technical committees frequently generate projects meeting the above-noted criteria.

3.2.2 The Technical Board expects technical committees to set up their own organizations, procedures, and programs within their scopes and the limits of the Technical Board's *Rules and Regulations* and individual council guidelines.

3.3 Recognition of Achievements—Annually the Board awards a maximum of 30 *Certificates of Appreciation* to technical committee members and to individuals representing SAE in other organizations. Nominations for awards are submitted through the councils to the Certificates of Appreciation Committee by the various technical committees. Supporting data outlining the basis for nomination is required.

4. Councils of the SAE Technical Board

4.1 The Technical Board delegates to its councils the authority to direct and approve (see paragraph 6.2) SAE Standards, Recommended Practices, and Information Reports (subject to the right of anyone to appeal a decision to the Board). The councils are authorized to establish committees that may be needed to accomplish this assignment.

4.2 Committee Sponsor—It is intended that the chairman of each council appoint annually council members to act as sponsors for committees functioning directly under the council. The council chairman may appoint the council technical committee chairmen as members of the council and as sponsors for their committees. The committee sponsor shall represent the committee to the council, and serve as liaison between the committee and the council. During periods when a committee is without a sponsor, the council chairman will perform such functions.

4.2.1 Committee sponsor's responsibilities shall include:

(a) Providing regular communication of significant committee activity to the council and council actions to the technical committees. To facilitate communication, a sponsor report should be included as an agenda item at each technical committee meeting. Each technical committee chairman should prepare an annual status report for submission to the council through his sponsor. (The date for this report to be selected to be convenient to council meetings and national meetings.) Time should be provided on the council agenda for discussion of these reports with the

sponsors.

(b) Reviewing and counseling with committee chairman on committee programs and membership and providing council policy guidance.

(c) Providing coordination among sponsor's assigned committees and with other sponsors.

(d) Reviewing technical committee organization and proposing appropriate changes to the council.

5. SAE Technical Committees

5.1 Objectives—The objectives of a technical committee are to coordinate and utilize the knowledge, experience, and skill of engineers and other qualified individuals on technical problems within the scope of its activities to:

(a) Conduct necessary investigations and develop technical reports.

(b) Review technical reports periodically, revise as necessary, and maintain content abreast of latest technology.

(c) Advise, consult, and cooperate with industry, government, educational institutions, the public, other standardizing bodies, and other SAE committees and members.

(d) Assist committees of the SAE Engineering Activity Board (see Fig. 1) in the preparation and presentation of papers at national meetings and specialty conferences.

5.2 Principles—The end products of the committee's work are offered as the best judgment of a group technically competent to deal with the problems covered and do *not* represent an industry-trade position. Employers of committee members are not committed by an action of an SAE committee. Over many years, the extensive use of SAE technical reports clearly indicates that committee members, working as individuals, do produce results that are practical and useful to industry, government, and the public.

5.3 Scope—A technical committee shall be responsible for a field of endeavor, as defined by its scope. In cases where projects overlap areas of interest of another council's committee, the originating committee shall submit the project(s) for review and approval to the other concerned committee and its council prior to issuance. A committee is established when a new major project area is to be undertaken and no existing committee is available. A committee is discharged when the assigned work is completed and there is no further need for its services. The councils retain responsibility for periodic review of technical reports developed by their disbanded committees.

5.4 Membership

5.4.1 Qualifications—All participants are appointed to SAE technical committees by the committee chairman on the basis of their individual qualifications which enable them to contribute to the work of these committees. Overall, committee membership should attain an equitable balance of representation by knowledgeable *parties at interest*. All relevant points of view should be invited to participate. (Ref. paragraph 4.1.1 Technical Board Rules and Regulations.) SAE membership is not a prerequisite for committee membership.

5.4.2 The policy of the Society is that SAE technical committee members act as *individuals* and not as agents or representatives of their employers. Their actions are accepted as personal actions and do not necessarily represent their employers' attitudes or views.

5.4.3 Grades—In addition to committee officers (see paragraph 5.5.1), committee participants shall be classified as *member*, *liaison member*, and *consultant member*.

5.4.4 *Liaison and consultant members* are appointed by the chairman on the basis of need for their particular services. *Liaison members* relay information to and from paralleling activities of other committees and organizations. *Consultant members* supply advice on the specific program for which they have been appointed. *Liaison and consultant members* are not eligible to vote on committee actions except at the request of the committee chairman.

5.4.5 Governmental agency employees may be appointed as *members*, *liaison members*, or *consultant members* of the committee with aforementioned responsibilities and privileges.

5.5 Organization—The number of members on a technical committee may vary depending on the specific needs. Typical organization patterns are shown in Figs. 2 and 3.

5.5.1 Officers—The committee shall have a chairman and may have a vice-chairman and/or a secretary.

5.5.1.1 The chairman and vice-chairman of a newly formed committee shall be appointed by the council chairman with advice of council members. Existing committees shall nominate a chairman and vice-chairman annually for council approval. (See paragraph 4.3 of SAE Technical Board Rules and Regulations.) The chairman may become a member of a council by

¹The term "technical reports" as used in these Guideposts, stands for the end product of a committee's efforts and may consist of an SAE Standard, Recommended Practice, Information Report, or Aerospace Material Specification.