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SAE TECHNICAL STANDARDS BOARD RULES AND REGULATIONS

TABLE OF CONTENTS

1. Scope.....	2
2. Technical Standards Board	2
3. Responsibilities and Qualifications of Members of the Technical Standards Board, Councils/Divisions and Committees	2
4. Organization of Technical Standards Board	2
5. Councils/Divisions.....	4
6. Technical Committees	4
7. Technical Reports.....	6
8. Approval of Technical Reports	7
9. Other Technical Standards Board Reports.....	9
10. Appeals	10
11. Records.....	11
12. Correspondence	11
13. Interpretations of Technical Reports	11
14. Amendments.....	11
15. Notes.....	12

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1. Scope—These Rules and Regulations (the "Rules") govern the operations of the Technical Standards Board, Councils/Divisions and Technical Committees.

2. Technical Standards Board—The Technical Standards Board (the "Board") is responsible to the SAE Board of Directors.

2.1 Scope—It is the duty of the Board to promote and supervise technical committee activities of SAE, including participation in technical committees of other organizations and to approve and issue technical reports including standards, recommended practices, and information reports (hereinafter collectively referred to as "Technical Reports") resulting from its activities.

3. Responsibilities and Qualifications of Members of the Technical Standards Board, Councils/Divisions and Committees—In discharging their responsibilities, members of the Technical Standards Board, Councils/Divisions and Committees function as individuals and not as agents or representatives of any organization with which they may be associated except that governmental employees participate in accordance with government regulations. Members are appointed to SAE Technical Committees on the basis of their individual qualifications which enable them to contribute to the work of the Committees. Members of the Technical Standards Board shall be voting members of SAE. SAE membership is not a prerequisite for membership on Councils/Divisions or Technical Committees of the Technical Standards Board.

R) **4. Organization of Technical Standards Board**—The Technical Standards Board shall comprise twenty-four (24) voting members of SAE. The Councils/Divisions and Technical Committees shall be responsible to the Technical Standards Board. Those Councils/Divisions existing at the time of adoption of these rules shall comprise the initial Councils/Divisions. The Chairpersons of the Councils/Divisions serve as Ex-Officio members of the Technical Standards Board.

R) **4.1 Chairperson of the Board**—The Chairperson is appointed in accordance with the SAE Bylaws. The Chairperson of the Technical Standards Board will serve in the following capacities: The Chairperson will preside at all Technical Standards Board meetings. The immediate Past Chairperson will remain on the Technical Standards Board for one year.

Ex-Officio members of the Technical Standards Board cannot become the Chairperson or serve on the Executive Committee.

4.2 Secretary—The Secretary of the Board and any assistants thereto shall be designated by the Executive Vice-President of SAE.

4.2.1 The Secretary shall be responsible for recording and distributing minutes of meetings of the Board and such other functions as may be directed by the Board or its Executive Committee from time to time.

4.2.2 The Secretary shall have sole authority to release information and publicity with respect to the work of the Board and its committees, unless the Board specifically directs otherwise.

4.3 Executive and Administrative Committees of the Technical Standards Board

R) **4.3.1 EXECUTIVE COMMITTEE**—At the Board's first meeting in each administrative year, the Chairperson, with the approval of the Board, shall appoint an Executive Committee from the membership of the Board and the immediate Past Chairperson to serve for one year. The Chairperson of the Board shall be the Chairperson of the Executive Committee.

4.3.2 DUTIES AND RESPONSIBILITIES—The Executive Committee shall be responsible for the executive and administrative functions of the Board, and, on matters requiring prompt disposition which arise between meetings of the Board, shall exercise all powers of the Board, except for approval of Technical reports. The Executive Committee shall notify the Board of all such action taken. All actions of the Executive Committee shall be subject to review and confirmation by the Board. The Executive Committee may meet by means of telephone conference when it is impractical to meet in person. As needed, the Executive Committee will form an Appeals Panel in accordance with Section 9.

4.3.3 APPOINTMENT OF ADMINISTRATIVE COMMITTEES—The Board may appoint such administrative committees as are necessary to carry on its work.

4.4 Technical Standards Board Meetings

4.4.1 Only members of the Board may attend and vote at Board meetings. Other persons may attend at the invitation of the Board Chairperson.

4.4.2 The Chairperson of the Board shall preside at meetings of the Board and, if not present, a member of the Executive Committee designated by the Chairperson or by that Committee shall preside.

4.4.3 No meeting shall be conducted where an agenda has not been sent to the Board members at least five days before its scheduled date. No action by the Board shall take place at such meeting on items not on the meeting agenda. Minutes shall be taken of each meeting.

4.4.4 One-half of the members of the Board shall constitute a quorum. If there is not a quorum, the business of the meeting can be conducted, but the actions taken shall not become Board action until approved by letter ballot of the Board members.

4.4.5 Action by the Board shall be by majority vote of those present at which there is a quorum, except as to Technical Reports submitted to it for approval which approval is governed by 8.5.

4.4.6 Matters referred by the Board for letter ballot shall require approval by a majority of the ballots sent, except as to Technical Reports.

4.4.7 Questions of parliamentary procedure shall be determined by Roberts Rules of Order, latest edition.

4.5 Election to the Annual Nominating Committee—At the Board's first meeting of the administrative year, the Executive Committee will submit for the election by the Board, recommendations for one delegate and two alternates to serve on the SAE's Annual Nominating Committee. All delegates and alternates shall be voting members of SAE, but need not be members of the Board. These names must be submitted to the secretary of the SAE no later than September 30.

4.6 Election of Technical Standards Board Nominating Committee—At the Board's first meeting of the administrative year, the Board shall elect from its membership seven members to serve as a Nominating Committee to nominate a voting member of the SAE to serve as a Director on SAE's Board of Directors. The first member elected to the Nominating Committee shall serve as Temporary Chairperson and shall assume the responsibility of calling the first meeting of the Committee. A quorum shall consist of five members and a nomination made by the Committee shall be approved by at least four of these members. It shall be the duty of this Nominating Committee to submit to the SAE's Secretary, no later than June 15, each year, the name of a consenting nominee to serve as a Director for a term of three years. This nominee shall be listed on the ballot for election of Officers submitted to the voting members.

4.7 Authority to Organize Councils/Divisions—The Board may organize additional Councils/Divisions or discontinue any existing Councils/Divisions.

5. Councils/Divisions

5.1 Responsibilities—Each Council/Division shall have the authority to initiate, develop, revise, or repeal SAE Technical Reports within its defined scope of activity. Each Council/Division shall comply with these Rules and shall assure conformance of each SAE Technical Report to the requirements of these Rules.

5.2 Membership and Chairpersons—The Board shall appoint the membership and chairperson of each Council/Division. Thereafter, before the end of each year, each Council/Division shall nominate a chairperson for approval by the Board. Members shall meet the qualifications in Section 3.

5.2.1 Each Council/Division shall have membership of not less than seven members nor more than twenty-five members. Members of any administrative committee appointed by a Council/Division shall not be included in such number.

5.2.2 Members of a Council/Division shall be appointed for three-year terms by the Board, except for the initial appointments where one-third of the members shall be appointed for one, two, and three-year terms, respectively.

5.2.3 If a member is unable to complete a term on a Council/Division, the chairperson may appoint a replacement to complete the unexpired term.

5.3 Vice-Chairperson—A Council/Division may annually elect a vice-chairperson to preside at any Council/Division meeting in the absence of the chairperson.

5.4 Secretary—The secretary of the Council/Division shall be designated by the Manager of the Technical Division of SAE. The secretary shall be responsible for the performance of such staff functions as the Council/Division may direct, and shall provide for recording and distribution of the agenda for and minutes of all Council/Division and Technical Committee meetings.

5.5 Council Meetings—There shall be at least one meeting of each Council/Division each year. All meetings will be at the call of the chairperson who shall preside, and shall be conducted in the manner set forth by the Board.

5.6 Authority to Organize Technical Committees—Each Council/Division shall organize Technical Committees to develop, review, revise, or repeal Technical Reports within its defined scope of activity. The Council/Division shall define the scope of each committee. A Technical Committee should be established to initiate the development of a new Technical Report when no existing committee has the required expertise and balance and there is evidence of the need for such a committee.

6. Technical Committees

6.1 Responsibility—The Technical Committees are to develop, review, maintain, and repeal Technical Reports within their defined areas of activity.

6.2 Committee Membership—A person is nominated for membership in an SAE Technical Committee by the Technical Committee chairperson. The responsible Council/Division, subject to disapproval by the Board, shall appoint members to the Technical Committee from those nominated as well as any other persons who have submitted their names to the Council/Division. Appointments shall be based on the individual's ability to contribute to the work of the committee. SAE membership is not a prerequisite to membership on a Technical Committee. Only members of the committee may vote on a matter coming before the committee.