



SURFACE VEHICLE RECOMMENDED PRACTICE

TSB004

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Technical Committee Guidelines

RATIONALE

This document is superseded by the current version of the Technical Standards Board (TSB) Governance Policy.

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1. Scope

- 1.1** These Guidelines 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 Guidelines 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 Guidelines are necessarily brief and presented in an outline form. For additional information, refer to the latest issue of the SAE Technical Standards Board Governance Policy and appropriate Council Operating Practices.

2. References

- 2.1 Applicable Publications**—The following publications form a part of the specification to the extent specified herein. Unless otherwise indicated, the latest revision of SAE publications shall apply.

- 2.1.1** SAE PUBLICATIONS—Available from Technical Division, SAE, 400 Commonwealth Drive, Warrendale, PA 15096-0001.

- TSB 002—Preparation of SAE Technical Reports—Surface Vehicles and Machines: Standards, Recommended Practices, and Information Reports (formerly J1159)

- TSB 003—Rules for SAE Use of SI (Metric) Units (formerly J916)

- SAE AMS Editorial Procedure and Form

- SAE Committee Guidelines Manual

- SAE Technical Standards Board Governance Policy

3. **SAE Objective**

- 3.1** 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.*

4. **SAE Technical Standards Board**

- 4.1 Organization**—The SAE Technical Standards Board is the agent of the SAE Board of Directors with authority to direct and supervise services to government and industry, including standardization, research, and the participation in technical committee activity of other organizations. Figure 1 shows the organizational structure of the Technical Standards Board.

4.2 **Philosophies**

- 4.2.1** The SAE Technical Standards 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 previously noted criteria.
- 4.2.2** The SAE Technical Standards Board expects its councils/divisions to set up their own organizations, procedures, and programs within their scopes and the limits of the SAE Technical Standards Board's Governance Policy.
- 4.3 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 Technical Standards Board Awards Committee by the various technical committees. Supporting data outlining the basis for nomination is required.

5. **Councils/Divisions of the SAE Technical Standards Board**

- 5.1** The SAE Technical Standards Board delegates to its councils/divisions the authority to direct and approve (see 8.4) SAE Standards, Recommended Practices, Information Reports, Draft Technical Reports, and Technical Data 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.
- 5.2 Committee Sponsor**—The chairperson of each council appoint annually council members to act as sponsors for committees functioning directly under the council. The council chairperson may appoint the council technical committee chairpersons 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 chairperson will perform such functions.

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

Technical Standards Board

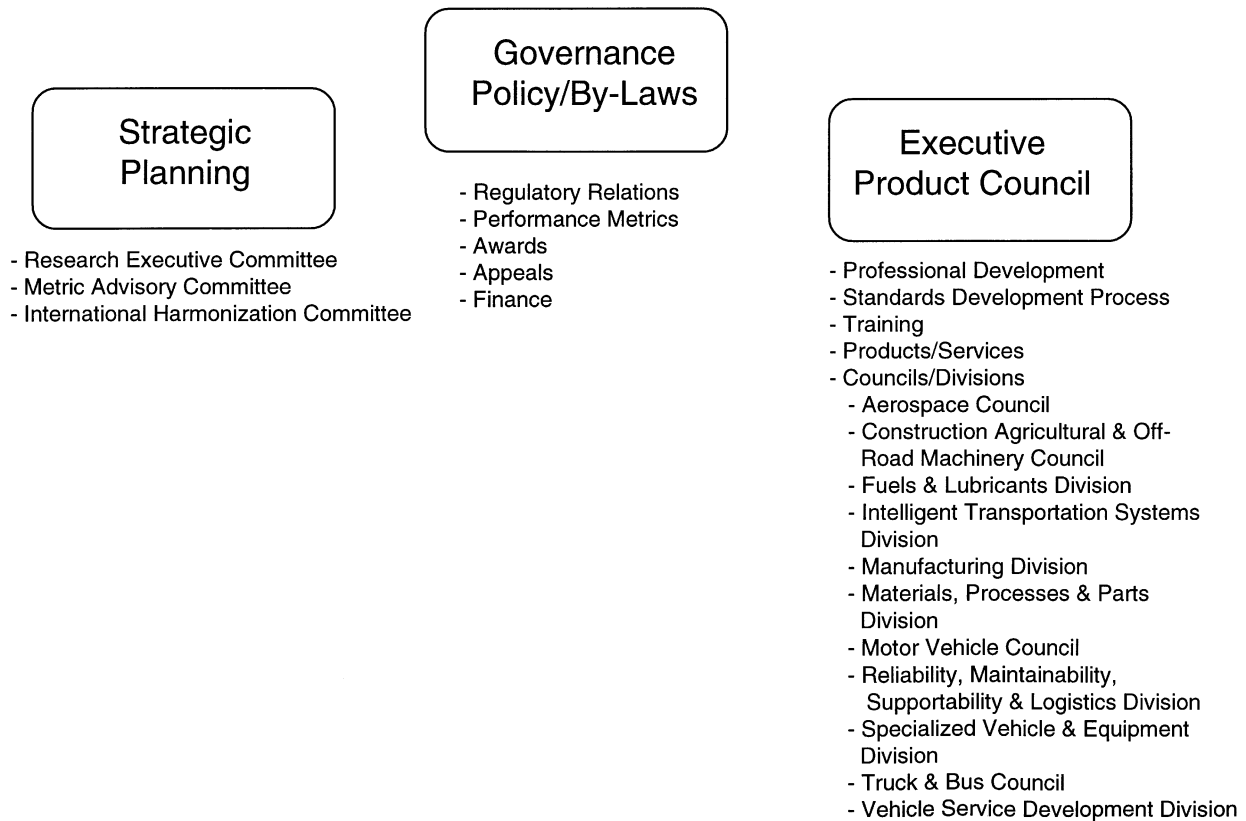


FIGURE 1—SAE TECHNICAL STANDARDS BOARD ORGANIZATION

6. SAE Technical Committees

6.1 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:

- Conduct necessary investigations and develop technical reports.
- Review technical reports periodically, revise as necessary, and maintain content abreast of latest technology.
- Advise, consult, and cooperate with industry, government, educational institutions, the public, other standardizing bodies, and other SAE committees and members.
- Assist committees of the SAE Engineering Meetings Board in the preparation and presentation of papers at national meetings and specialty conferences.