

Revised - 22 Mar 02

ASME Council on Codes and Standards
Board on Performance Test Codes

Committee
on
Verification and Validation in
Computational Solid Mechanics
(PTC #60)

Organization and Membership

Revised March 2002

ASME and PTC Reference Documents

“Procedures for ASME Codes and Standards Development Committees Operating Under the Redesigned Process.” Revision 7 approved by ANSI Executive Standards Council 7 Feb 02.

www.asme.org/cns/redesign/proceduresRev.pdf

“Procedures for ASME Performance Test Codes Committees”, May 2001.

www.usacm.org/vnvcsm/PDF_Documents/PTC-Procedures.PDF

The procedures described in the present document are for the organization and membership of the ASME Council on Codes and Standards (CCS), Board on Performance Test Codes (PTC), Committee on Verification and Validation in Computational Solid Mechanics (PTC #60) and are intended to comply with the above cited ASME and PTC Reference Documents.

Introduction

The Organizational section of this document summarizes Sections 2 – 4 of the ASME Reference Document and is intended to provide the reader with an overview of the Committee structure and terminology associated with the Committee’s organization. The section on Membership describes the selection of Committee members and officers, and is intended to comply with the ASME and PTC Reference Documents. The ASME Reference Document provides general guidance, and some term limitations, but permits the committee to form their own membership policy, subject always to review and approval of the appropriate Supervisory Board (Board on Performance Test Codes) appointed by the ASME Council on Codes and Standards.

Committee Organization

Figure 1 shows an overview of the standards committee organization described in the ASME Reference Document. Briefly, the ASME Supervisory Board reviews and approves all committee actions. The Board interacts with the committee chiefly through the committee's Officers. The committee may have an Executive Committee that serves only in an advisory role to the committee. The main working group of the committee is the Project Team, one is assigned for each standards action. Subordinate Groups are formed to support the committee activities directly or more typically Project Team activities.

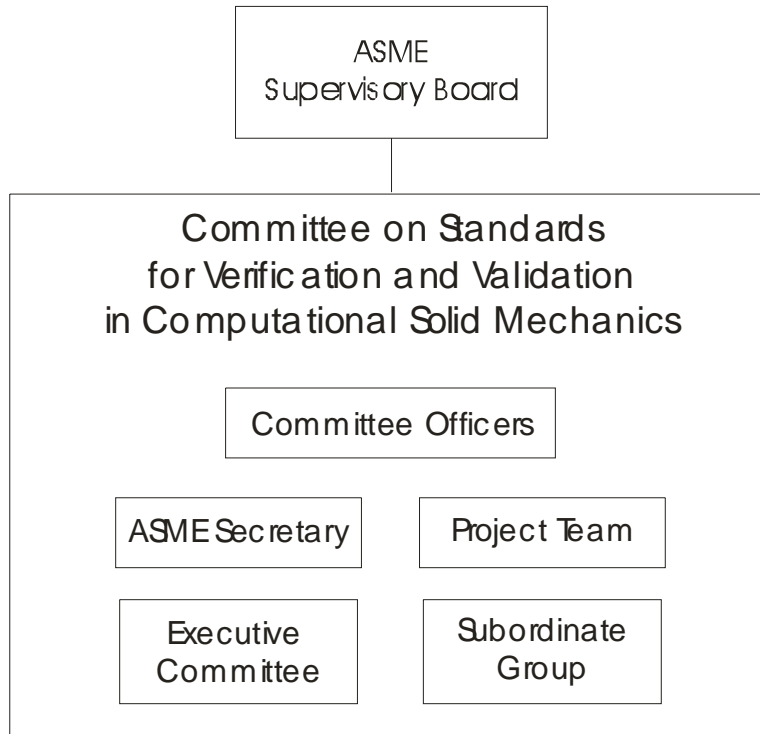


Figure 1 Organization of an ASME Standards Committee.

Committee Officers – Chair, one or more vice-chairs, and a secretary appointed by the ASME Supervisory Board serves without a vote (an ASME Staff person).

Standards Committee – a consensus group responsible to the Supervisory Board.

Executive Committee – advisory to the standards committee.

Project Team – Each Project Team includes a technical manager (normally a committee member), organizational manager (ASME staff), and additional committee members, and subordinate group members as necessary.

Subordinate Groups - advisory to the standards committee. Subordinate Group members need not be members of the standards committee.

Committee Membership

The following are requirements from the ASME Reference Document:

1. The membership of the standards committee shall consist of a specified number of members.
2. To establish a balanced representation, members shall be classified as per Section 3.2 of the ASME Reference Document with not more than one-third from any single category.
3. A consensus means substantial agreement has been reached. This signifies the concurrence of more than a simply majority, but not necessarily unanimity.

Committee experience demonstrates that the difficulty in forming a consensus increases with the number of committee members. The committee will be representative, but with a minimum number of members. The PTC Reference Document, Section 3.1, limits the Committee membership to 30 members.

Increased representation could be obtained through the establishment of an Executive Committee or Subordinate Groups who would be advisory to the committee but not members of the committee and hence without a vote. *No advisory groups are planned.*

Term Limits – The ASME Reference Document limits the terms of members to not exceed five years (Section 3.1.1), with an eligibility for reappointment. The term of the chair and vice-chair are limited to three years, Section 4.2.1.

The PTC Reference Document sets the terms of members at five years (Section 3.1.1), with an eligibility for reappointment. The term of the chair and vice-chair are set at three years, Section 4.2.1, with no limit on the number of terms.

The newly formed, Sept 2001, PTC #60 Committee anticipates a dynamic and evolving Committee during its formative years. To allow the Committee to more readily adapt to changes, the Committee intends to hold nominations and elections of members and officers every two years. To conform with a proposed two year election cycle, *the term of members will be limited to four years, with eligibility for reappointment. The term of the chair and vice chair will be limited to two years, with unlimited terms.*

The Committee finds justification for this change in term limits in the PTC Reference Document Section 3.1.3:

Addition, Subtraction. The PTC Committee may, at its discretion and with the approval of the Board, add to or subtract from the list of Committee members.

All proposed *changes* in the Committee membership, and officers, are subject to the PTC Board approval.

Election Cycle – To provide continuity of the Committee membership, *elections will be held on a two year cycle. Approximately half of the membership will stand for election on each cycle.*

Member Nominations and Elections

When requested by the Committee Chair, the Committee Secretary will first conduct the nomination and election procedures for Committee members, as described below. The Committee Secretary will then conduct the nomination and election procedures for Committee officers, as described below.

First Election of Members – To initiate the two year cycle of elections, *the Committee Secretary will conduct a lottery of the initial membership to select (approximately) half of the initial membership whose will stand for election of a new four year term.*

Members Nominations – Two months before the elections, the Committee Secretary will call for nominations of members. All current members whose term is expiring will be included on the ballot. New members nominations require the supporting of at *least three* members. The Secretary will contact all members and nominees to ascertain their willingness to serve the Committee.

Member Elections – One month prior to the elections, the Secretary will submit to the membership a ballot with the names of the nominated members, as determined via the above described nomination procedure. Each name on the ballot will be associated with a Member Classification (PTC Section 3.2). It is the Committee's intent to maintain a balanced membership.

Voting –The Committee Secretary will determine the number of members to be elected, the total membership shall not exceed 30 members, and each voting member will be given votes sufficient to elect that number of members. No more than one vote per name is permitted on a member's ballot. Those nominees receiving the largest number of votes become members of the committee. In the event more nominees than the number of members to be elected receive the largest number of votes, the Committee Chair shall specify the procedure for re-polling the Committee to select the required number of members.

Terms of Elected Members – Members are elected to a four year term.

Voting Period – Voting periods shall be closed upon the receipt of all responses, but not later than four weeks after the date of issue, unless the Committee Chair extends the voting period.

Election of Officers – The Committee officers, Chair and Vice-Chair, are to be elected from the Committee membership.

Officer Nominations – Immediately after the above described Committee member elections are concluded, the Committee Secretary will call for nominations of candidates for Committee officers. The current officers will be included on the ballot. Nominated candidates for Committee officers require the supporting nomination of at *least three* members. The Secretary will contact all nominees to ascertain their willingness to serve the Committee.

The Committee officers, Chair and Vice-Chair, should be members of ASME, but this may be waived by the Board (PTC Section 4.2.2).

Officer Elections – One month after issuing the call for officer nominations, the Committee Secretary will submit to the membership a ballot with the names of all candidates for the Committee officer positions, as determined via the above described nomination procedure.

Officer Voting – Election of the Committee officers is by weighted vote method (PTC Section 4.2.3). Each member may select up to three candidates and assign each candidate one of the three weighting factors: 3, 2, 1. The candidate receiving the largest numerical total becomes the Committee Chair and the candidate receiving the next largest numerical total becomes the Committee Vice-Chair. In the event of a tie, the Committee Chair shall specify the procedure for re-polling the Committee.

Terms of Elected Officers – Officers are elected to a two year term.

Voting Period – Voting periods shall be closed upon the receipt of all responses, but not later than four weeks after the date of issue, unless the Committee Chair extends the voting period.