SAE

TRUCK AND BUS COUNCIL

OPERATING PROCEDURES

REVISED
APRIL 2003

TRUCK AND BUS OPERATING PROCEDURES

PREPARATION OF TECHNICAL REPORTS-TECHNICAL COMMITTEE

Updated and Approved 4/30/03 - R designates a change

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1. PURPOSE

These Operating Procedures have been prepared to identify the composition and the role of the Council and to provide operational guidance to SAE Truck and Bus Council Committees, Subcommittees, and Task Force Chairpersons and their members, while accomplishing the objective outlined in their committee's scopes. All activities undertaken will be within the framework of the SAE Technical Standards Board Governance Policy. The ultimate purpose of these operating procedures being to improve and accelerate the development of technical reports. "Technical Reports: are defined as SAE Standards, Recommended Practices, Information Reports, Draft Technical Reports, research reports, and those special publications which require involved Technical Committee interaction.

2. COMMITTEE SCOPE

The Scope of each Technical Committee operating under the Truck and Bus Council shall be developed and approved by the Council prior to the formation of the Committee.

The defined <u>scope</u> of Committee activity shall be consistent with the activity of the Council, and shall include such words as "develop, review, revise, or cancel Technical Reports within". The <u>scope</u> may include where appropriate, provisions for specific liaison relationships and statements as to international interests or relationships.

3. AUTHORITY FOR OPERATION IS GIVEN BY THE COUNCIL

The Technical Committee will operate in accordance with the SAE Technical Standards Boards Governance Manual. The following published documents have also been found useful.

SAE J1115 - Guidelines for Developing and Revising SAE Nomenclature and Definitions TSB 003 - Rules for SAE Use of SI (Metric Units)

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The above reference documents are intended to supplement the SAE Technical Standards Board Governance Policy, but in no instance shall they take precedence.

4. MEMBERSHIP

4.1 COMPOSITION

- 4.1.1 Membership on the council is limited to twenty-five persons. It is suggested that membership be representative of the customers they serve. Historically the makeup of the Council has been an equal balance from vehicle manufacturers, component manufacturers (suppliers) and "others" which includes government, users and academia.
- 4.1.2 A Committee is composed of Members, Subcommittee Chairpersons, a Committee Chairperson and an SAE Staff Representative.

4.2 TERM OF OFFICE

- 4.2.1 Council members are elected for a three year term commencing with the mid year (May-July) meeting. The goal is to elect 1/3 each year. Service beyond two consecutive terms is acceptable but not recommended.
- R 4.2.2 The Council elects the Council Chairman for one two-year term beginning at the (May-June) mid-year meeting
 - 4.2. 3 The council appoints committee chairs for annual (calendar year) terms.
 - 4.2.4 The term of office for subcommittee/task group chairs are at the discretion of the committee chair.

4.3 MEMBERSHIP

Members are nominated by the Committee's Chairperson. Nominations are based on the ability of an individual to contribute to the committee's activity. The Committee's Chairperson shall inform the SAE Staff Representative of his (her) name and shall be added to the committee's roster within four weeks after receiving the notice from the Committee's Chairperson.

- 4.3.1 Members duties include but are not necessarily limited to the following activities:
 - (a) Attend committee meeting.
 - (b) Respond to electronic ballots.
 - (c) Respond to surveys.
 - (d) Promptly respond to verbal (telephone calls) and written communications.
 - (e) Accept assignments.
 - (f) Accept appointments to serve as: an official reporter, Chairperson and member of subcommittees, chairperson and member of the Ad Hoc Groups, liaison to other activities.
 - (g) Recruit new members.
 - (h) Report on the existing or anticipated needs of industry, consumers or Government for new technical reports.
 - (i) Ensure that all performance specifications are fully technically justified.
- 4.3.2 If a member fails to attend <u>two</u> consecutive meetings without sending his(her) representative, or fails to respond to <u>two</u> consecutive ballots, his(her) name shall be submitted to the Chairperson for possible deletion from the membership roster and transferred to the distribution list, and he(she) will be notified of this action.
- R 4.3.3 If a member receiving an electronic ballot waives his (her) vote, he (she) in effect disqualifies himself (herself) to vote on this particular electronic ballot. If a member waives consistently, his (her) name shall be submitted to the Chairperson for possible deletion from the membership roster and transfer to the distribution list, and he (she) shall be notified about this action.

4.4 OFFICIAL REPORTER

An Official Reporter is appointed by the Chairperson of a Committee or Subcommittee prior to preparing or revising a technical report.

4.4.1 The duties of an Official Reporter are to:

- (a) Sign the copyright agreement acknowledging that the report is a work made for hire pursuant to copyright act, or if not so defined, transferring the copyright in the report to SAE. SAE to furnish latest guidelines.
- (b) Make changes to the Draft to accommodate the view of the committee (subcommittee) members to achieve a consensus.
- (c) Prepare the appropriate rationale to accompany the technical reports.
- (d) Prepare drafts including the final report.
- (e) Review preprint prior to printing.

4.5 COMMITTEE CHAIRPERSON

The committee's Chairperson is appointed by the Truck and Bus Council.

4.5.1 The duties of the committee's Chairperson are to:

- (a) Plan and establish agendas and conduct committee meetings.
- (b) Establish subcommittees, appoint their Chairpersons and supervise their operation.
- (c) Establish needs for new technical reports.
- (d) Develop committee's programs, establish priorities and target completion dates.
- (e) Supervise committee voting on all of the committee's reports.
- (f) Review membership and discharge inactive members.
- (g) Recommend revision of committee operating procedures if required.
- (h) Prepare semi-annual reports to the Council, reporting progress, research needs necessary to support development of technical reports and goals.
- Act for the committee between the meetings, subject to confirmation at the next meeting.
- (j) Establish liaison with other SAE committees and outside organizations involved in related activities.
- (k) Review every <u>five years</u>, or as needed, committee's scope and recommend its revision to the Council.
- (I) Arrange for nomination of candidates for Technical Standards Board Certification of Appreciation Award.
- (m) Keep the Committee advised on Council action, policy and procedures which affect the committee's activities.

4.6 SUBCOMMITTEE CHAIRPERSON

The Subcommittee Chairperson is appointed by the Chairperson of the committee.

4.6.1 The duties of the Subcommittee Chairperson are to:

- (a) Plan and establish agenda and conduct subcommittee meetings.
- (b) Establish Task Groups, appoint their Chairpersons, supervise their operation and confirm established program target dates.
- (c) Supervise the review and development of the technical reports under jurisdiction of the subcommittee to meet target completion dates.
- (d) Appoint new subcommittee members and discharge inactive members.
- (e) Prepare subcommittee's semi-annual reports. Reports are to include status of subcommittee programs, target date and achievements, plans for support required to meet goals.
- (f) Be present or represented at the parent committee meetings.

4.7 TASK GROUP CHAIRPERSON

The Task Group Chairperson is appointed by the subcommittee Chairperson to perform a certain task mostly related to the review and development of a technical report.

4.7.1 The duties of the Task Group Chairperson are to:

- (a) Establish agendas and preside over task group meetings.
- (b) Resolve dissenting views.
- (c) Oversee the activities of the official reporter.

4.8 LIAISON MEMBER

Liaison members are appointed by committee Chairpersons to maintain the liaison between the Committee and some other SAE Technical Committee and/or outside organizations involved in activities related to those of the Committee.

4.8.1 The duties of the liaison member are to:

- (a) Attend meetings of both committees and report to the Committee items of interest.
- (b) Initiate a cooperative effort between both committees in development of new technical report within an area of expertise of both committees.

4.9 SAE STAFF REPRESENTATIVE

An SAE Staff Representative is appointed by SAE to the committee to supervise its activities and ensure that they are conducted according to SAE procedures and regulations.

4.9.1 The duties of the SAE Staff Representative are to:

- (a) Advise and assist committee on procedures, organization and operation.
- (b) Attend committee meetings and record minutes.
- (c) Distribute minutes to committee's members.
- (d) Issue meeting announcements.
- (e) Issue electronic ballots and tally votes.
- (f) Maintain committee roster.
- (g) Examine the technical reports to ensure that all SAE practices and procedures have been followed.
- (h) Ensure that an appropriate rationale accompanies the report when it is sent to the Truck and Bus Council for ballot.
- (i) Assure that activities are marketed (Web, Newsletter, etc)

5. MEETINGS

5.1 MEETINGS SCHEDULE

A committee (subcommittee) shall hold at least <u>two</u> regular meetings each year and may hold additional special meetings at the call of the chairperson.

5.2 MEETING ANNOUNCEMENTS AND AGENDAS

Meeting announcements, including agendas, shall be sent to committee (subcommittee) members at least four weeks prior to the meeting.

5.3 ATTENDANCE

All committee (subcommittee) members shall attend or be officially represented at the meeting. Other persons may attend the meeting at the invitation of the committee chairperson.

5.4 QUORUM

One half of committee (subcommittee) members listed in the roster shall constitute a quorum.

5.5 VOICE VOTING AT A MEETING

Only committee or subcommittee members are permitted to vote on committee or subcommittee matters. Committee or subcommittee action shall be by majority of votes of committee or subcommittee members present.

5.6 MINUTES

All matters discussed at the meeting shall be recorded in the minutes. Unconfirmed minutes shall be distributed to committee (subcommittee) members within four weeks after the meeting. The minutes shall be approved by committee (subcommittee) members at the following meeting.

6. TECHNICAL REPORTS

6.1 REVIEW OF EXISTING REPORTS

Each technical report shall be reviewed at least every five years. Review shall be initiated by the SAE Staff Representative. This review should be performed according to guidelines shown in paragraphs 6.1.1 through 6.2.5 below.

- 6.1.1 The committee shall determine whether the technical report shall be reaffirmed, revised, or cancelled. Committee's Chairperson may assign this task to a Subcommittee or Task Group, which may be created for this task.
- 6.1.2 If the Subcommittee or Task Group recommends that the report should be reaffirmed, this recommendation shall be approved by voice vote of Committee or Subcommittee members. No approval by the Council is required. The Council shall only be informed about the action taken.
- R 6.1.3 If the Subcommittee or Task Group recommends that the report should be revised, the Subcommittee Chairperson shall appoint the official reporter. The official reporter shall be responsible for preparing all drafts, which should include all changes recommended by subcommittee and committee members. The revised report shall be approved by voting of subcommittee and committee members. The Council shall be informed about the action taken.
- R 6.1.4 If the Subcommittee or Task Group recommends that the report should be cancelled, this recommendation shall be approved by voting of the subcommittee and formal electronic ballot of the committee members. A rationale statement as to why this action is being taken must accompany the ballot. The Council shall be informed about the action taken.

6.2 ELECTRONIC BALLOT

Committee (subcommittee) voting on a technical report shall be conducted by electronic ballot. The electronic ballot shall be accompanied by a rationale explaining the reason for recommended action and also the summary of all unresolved negative votes. If the report specifies performance levels, a rationale for selecting a particular performance level shall be developed. This rationale also shall be attached to the electronic ballot.

- 6.2.1 The Committee Chairperson shall transmit the draft of the report with rationale and a summary of the votes and/or comments and information pertaining to unresolved negative votes to SAE Staff Representative and request the electronic ballot be issued.
- 6.2.2 The SAE Staff Representative shall send the electronic ballot to committee (subcommittee) members within four weeks after receiving the request. The ballot shall be returned within four weeks after mailing date.
 - ** At the Subcommittee level a technical report may be approved by either an electronic ballot or by a voice vote of Subcommittee members present at the meeting, without issuing a formal electronic ballot. Quorum must be present.
 - *** Effort should be taken by committees and subcommittees to resolve negative ballots with the commenter. Where this is not achieved, a statement is to be included with the ballot which outlines action taken to resolve and the rationale used to reject this comment.
- R 6.2.3 The returned committee ballot shall be tallied by the SAE Staff Representative. Where full agreement cannot be achieved, technical reports shall have the approval of at least sixty-six percent (66%) of the responding committee members who have voted approval or disapproval, provided that such approvals, disapprovals, and waives constitute at least fifty percent (50%) of all members receiving a ballot.
 - 6.2.4 The SAE Staff Representative shall report the results of voting and comments received to the chairperson of the committee (subcommittee) and the Official Reporter. The Chairperson after conferring with the Official Reporter shall decide whether or not proposed changes based on ballot responses shall be reballoted by the committee (subcommittee) or a meeting called.
 - 6.2.5 The Committee Chairperson shall transmit the final draft approved by the committee to the SAE Staff Representative for balloting. This transmittal shall be accompanied by the rationale explaining the reason for recommended action, rationale for selecting a particular level of performance and the summary of all unresolved negative votes.

6.3 INITIATION AND DEVELOPMENT OF NEW TECHNICAL REPORTS

6.3.1 To initiate the development of a new technical report, the need for such a report shall be established by the Committee. If an appropriate committee does not exist an assignment can be made to a specially appointed group by the Truck and Bus Council.

- 6.3.2 Committees are to:
 - (a) Monitor pertinent ISO Standards and work in progress
 - (b) Adopt and accept ISO Standards where appropriate
 - (c) Reference in the SAE Technical Report ISO Standards with explanations of differences when they cannot be the same
 - (d) Consider other existing recognized national and international standards
- 6.3.3 Committees are to respond to requests received from the Council Vice-Chairperson. SAE Truck and Bus Guidelines for Handling Requests from Outside Sources to Originate or Review Technical Documents.
- 6.3.4 To establish a need for a new report the Committee may conduct a survey. The needs revealed from the survey should be discussed at committee meetings. An approval by the majority of committee members attending the meeting is required.
- 6.3.5 The Committee Chairperson shall review all the needs identified and assigned as committee's programs and establish priorities and assign target dates for completion of the report. The Chairperson shall assign the program to develop new technical reports, based on the needs, receiving the high priority, to an appropriate subcommittee.
- 6.3.6 The Subcommittee Chairperson shall appoint an Official Reporter and create a Task Group if necessary and confirm that the target date established is achievable.
- 6.3.7 The Official Reporter shall develop the scope of the report and write the rationale explaining the need for such a report. The Official Reporter shall be responsible for preparing all drafts, which included all inputs received from subcommittee and committee members. The final draft shall be approved by voting of subcommittee and committee members. The final report shall be approved by Council.

SAE TRUCK AND BUS COUNCIL SCOPE AND OPERATING GUIDELINES

Updated 6/99

I. <u>RESPONSIBILITY</u>: (Scope)

To initiate, review and approve the SAE Technical Reports (Standards, Recommended Practices, and Information Reports) related to trucks and buses, their unique components and accessories. Vehicles to be addressed include vans, utility vehicles, trucks, truck tractor combinations and buses of all weight categories (typically 10,000 and over), designed for highway, on-off highway, off-highway and special purpose uses. This is to be done on behalf of the SAE Technical Standards Board and to serve the best interests of the public.

II. <u>COMMITTEES</u>:

Establish appropriate committees to develop the SAE Technical Reports to carry out its assignments and to discharge its committees when assignments are completed.

III. PURPOSE:

The SAE Technical Reports should satisfy the needs for information, data, and specifications to enhance one or more of the following functions:

A. MAINTAINABILITY

Units that require periodic adjustment, repair or replacement in order to allow better parts and units availability, and to provide reasonable accessibility to perform required functions. To assist in providing easily understood, easily performed maintenance.

B. <u>INTERCHANGEABILITY</u>

Defined interface characteristics between major components to allow as much compatibility, and usability as possible. Defined location and operation of controls to assist in operation of various vehicles, standardized parts where practical.

C. PERFORMANCE

Defined test equipment and methods, and where practical, acceptable performance requirements. To insure confidence in the suitability, quality of parts and units and materials and in their capabilities of performing acceptably.

D. IDENTIFICATION

Nomenclature, classifications, definitions, terminology and format of informal presentation. Marking labeling and others to define parts or units capabilities and characteristics. To assist in understanding and recognition of data, specifications, instructions, parts, units and materials.

IV. NEEDS:

The need for, and the probability of developing a useful technical report can be initiated:

- a. Within a committee or subcommittee of the Truck and Bus Council.
- b. Directed by action of the Truck and Bus Council.
- c. Through the Council's acceptance of a request from others.

The results are to be reported back to the Council:

- a. The conclusion that no need exists.
- b. There is not sufficient data available to produce a useful technical report. This could indicate the need for some directed research, or the need for additional technical capabilities, and or new committee structures.
- c. Acceptance of defined need and assignment. It will now become a logged in program with periodic reports of progress and a proposed completion date. All requests from others should require a written response to the requestor defining actions taken.

V. CONTACTS - REPORTS:

In order to effectively implement the responsibility of the Truck and Bus Council it must have:

A. Contacts to assist in defining needs:

- 1. Within the SAE Truck and Bus Council and Committee Structure.
- 2. With other SAE Councils and their Committee Structure.
- Other organizations such as Trade Associations that have an interest in SAE Truck and Bus Technical Reports.
- 4. Industry where appropriate.
- 5. Research organizations, educational institutions, media and the interested public.
- 6. Governmental Agencies and Bodies.

B. A way of reporting what is being done, the rationale of the approach being followed, and the opportunity to receive comments:

- 1. A review of technical reports under Truck and Bus Council jurisdiction.
- 2. Project status and needs for data, technical talent and other input.
- 3. Needs studies underway and status of request submitted.

C. Contacts and Reports may include:

- 1. Contact through SSA participants.
- 2. An updated list of interested contacts.
- 3. Publicity through SAE and other publications.

TRUCK AND BUS COUNCIL VOICE VOTE AFFIRMATION POLICY

Updated 4/30/03

Procedures for eliminating electronic ballots to the SAE Truck and Bus Council.

- 1. Purpose and Background
- R It is <u>not</u> the Council's responsibility to vote on the technical content of a document. This is the purpose of the Subcommittee (technical level) and Committee (process level) ballot. The purpose of the Council ballot is set forth in Section 2.15 of the Technical Standards Board Governance Manual and included herein:
 - 2.15 "Council/Division Review: Council/Division members will review Technical Reports for SAE policy implications and for impact of the Technical Reports on users, the public and other interested parties. Council/Division will also consider the Technical Committee's record of voting and the consensus obtained from all participants".
- 2. <u>Documents With Unresolved Disapprovals</u>

Any document that has been balloted to the Committee level, and there remains unresolved disapprovals, will be reviewed by the Truck and Bus Council.

3. Documents Without Unresolved Disapprovals

Documents that have successfully passed the committee level ballot and have <u>no</u> unresolved disapprovals will follow the following process.

3.1 Once the document has been passed by the Committee, and SAE received the appropriate communication from the document sponsor, SAE will begin the publishing process.

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