# OPERATING PROCEDURES

## FUELS AND LUBRICANTS DIVISION

**of the**

## SOCIETY OF AUTOMOTIVE ENGINEERS

Revised 5/8/97
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## 1.0 Authority

The Fuels and Lubricants (F&L) Division operates under the authority of the Technology/Development Group of the SAE Technical Standards Board and its Rules and Regulations for Councils as published in the SAE Handbook.

F&L Division has authority to organize its membership and transact its business within the framework of the operating procedures established by these groups.

## 2.0 Purpose and Scope

### 2.1 Purpose

To provide for, promote, direct and supervise the development of SAE Standards, Recommended Practice, Information Reports related to fuels, engine oils, greases, lubricants and fluids as utilized in on-highway vehicles, off-road and farm machinery, marine vehicles, piston engine aircraft, other mobile and stationary engine powered equipment.

### 2.2 Scope

The scope of the F&L Division shall include: setting of policy; providing final approval of documents; arbitrating controversial issues; reporting to the Technical Standards Board; approving the Technical Committee membership; and appointing Technical Committee and other Chairpersons and Vice-Chairpersons as required.

## 3.0 Organization

The basic organization shall be as shown in Figure 1.

## 4.0 Membership and Chairpersons

### 4.1 Membership

F&L Division shall elect members according to the procedures detailed in Attachment 1. Members shall meet the qualifications as outlined in Section 3 of the Technical Standards Board Rules and Regulations. In addition, membership shall be balanced with 50% Users and 50% Producers.

F&L Division shall have membership of not less than eight members nor more that twenty-four members. Members of any special committees, liaisons and/or consultants appointed by the Division shall not be included in such number.

Members of the Division shall be elected for three-year terms. Members can be re-elected for two additional three-year term.

If a member is unable to complete a term on the Division, the Chairperson may appoint a replacement with the same interests to complete the unexpired term to maintain balance.

Chairperson: The Division shall nominate a chairperson for approval by the Technical Standards Board. The Chairperson will serve for a three-year term.

Vice-Chairperson: The Division shall elect a Vice-Chairperson to preside at any Division meeting in the absence of the Chairperson. This Vice-Chairperson would become Chairperson-Elect if elected to a second three-year term. If possible, the Vice-Chair should represent an interest group other than that of the current Division Chairperson.

**4.2 Policy**

Participation by individual member is based on their engineering competence and experience as is appropriate to support the Purpose of the F&L Division.

**4.3 Member Classification**

**4.3.1 Voting Members**

Elected or appointed members of record.

**4.3.2 Non-Voting Members**

Technical advisors and liaison members as appointed by the Chairperson are not eligible to vote on Division actions.

## 5.0 F&L Division Chairperson

(a) Preside over F&L Division meetings.

(b) Establish Technical Committees and appoint their Chairpersons and Vice-Chairpersons. Appointment of the Vice-Chairperson will follow consultation with the Technical Committee Chairperson.

(c) Establish standing committees and ad hoc committees including appointment of their Chairpersons and/or individual member work assignments.

(d) Assign projects so as to expedite the Division=s work.

(e) Act for the Division between meetings subject to member confirmation at next meeting.

(f) Serve as the official communicator with other societies.

(g) Supervise and report voting on all Division technical reports with assistance of SAE Staff Representative.

(h) Review membership annually to maintain an active and balanced Division.

(i) Perform other duties as required by the SAE Technical Standards Board.

## 6.0 F&L Division Vice-Chairperson

Acts on behalf of the Chairperson and assumes all duties in the Chairperson=s absence. Has direct responsibility for all committee activities and other duties deemed necessary by the Chairperson.

## 7.0 F&L Technical Committees

Technical Committees shall be established by Division action to accomplish assignments as deemed necessary.

### 7.1 Committee Structure

Each Committee will develop, prepare and keep up-to-date SAE Standards, Recommended Practices and Information Reports and reports related to the materials and their end use in the vehicular or stationary applications discussed in Section 2.1. Cooperative research work will be conducted as required to develop the above reports, and this work will be coordinated through liaison with activities of ASTM, API, CEC, CMA and other national and international petroleum related Groups.

Each Technical Committee has the option to maintain a Steering Committee with the responsibility for anticipating, reporting and recommending action on current and future activities to the membership of the Technical Committee.

### 7.2 Membership Balance

Technical Committee (TC) membership shall be comprised of three interest groups; Producers, Users and General Interest. These groups are defined as:

| | | |
|---|---|---|
| 1. | Producers: | Oil and additive company representatives, consultants* |
| 2. | Users: | OEMs, regulators, consultants* |
| 3. | General Interest: | Test laboratories, remaining consultants, consumer advocates |

*Consultant category based on dominant interest of their work.

The TC chairpersons are responsible to achieve and maintain a membership balance of greater than 33% Users, less than 50% Producers with General Interest group allowed to float. At the discretion of the F&L Division, exemptions should be granted to some technical committees.

More than one person from a company can join a TC. In considering additional members from a company already represented , the TC Chairperson shall give primary consideration to the Committee=s balance requirements. Any consideration for multiple membership shall be applied to reach the minimum balance requirement and shall not be expanded beyond that point. Multiple membership is limited to no more than two individuals from any given company.

### 7.3 Membership Activity Requirements

Membership activity requirements are summarized in Attachment 2.

### 7.4 Committee Ballots

Any member of a Technical Committee can serve as a ballot sponsor. To maintain consistency in balloting procedures, ballot sponsors should send all proposed ballots along with supporting justification to the appropriate Technical Committee Chairperson for submission to SAE Staff and subsequent distribution.

In accordance with the Technical Standards Board Rules and Regulations, each Technical Committee voting member will receive a letter ballot when a document is new, revised, or canceled.

Additionally, for information only, SAE Staff will circulate to mailing list participants (non-voting members) those documents that are sent out for ballot to the Technical Committee members. In deliberating the outcome of a ballot, the Technical Committee will consider, but is under no obligation to act on comments from those that received the document for information only.

## 8.0 Division Meetings

8.1 F&L Division must hold at least two meetings each year. These meetings will be held after providing a 30-day advance notification to its members. Additional meetings may be called by the Chairperson with the same advance notification.

8.2 Minutes will be recorded and maintained for all meetings by SAE Staff Representative and distributed to the membership and all others in attendance at the meeting.

8.3 One-half or more of the voting membership shall be present to constitute a quorum.

8.4 Action by the Division shall be by majority vote of those present; however, any member may call for a letter ballot on action taken. When a letter ballot is taken, approval shall be by three-quarters vote of the entire membership.

8.5 Questions of parliamentary procedures shall be determined by Roberts Rules of Order.

## 9.0 Operating Procedures

The provisions of these Operating Procedures do not supersede any existing procedural documents established by the SAE Technical Standards Board. They may be amended, revised or rescinded in part, or in their entirely by a three-quarters affirmative vote conducted by ballot of the F&L Division members.

FIGURE 1

**FUELS AND LUBRICANTS DIVISION**
**ORGANIZATION CHART**

- **SAE Technical Standards Board**
  - **Fuels and Lubricants Division**
    - **TC1 – Engine Lubrication**
    - **TC3 – Driveline and Chassis Lubrications**
    - **TC7 – Fuels**
    - **TC8 – Aviation Piston Engine Fuels and Lubricants**
    - **TC9 – Fuels, Emissions and Lubricants for Medium Speed Engine and Associated Equipment**
    - **Steering Committee on Asia**

ATTACHMENT 1

# SAE FUELS AND LUBRICANTS DIVISION MEMBERSHIP ELECTION PROCEDURES

**Introduction**

Members of the SAE Fuels and Lubricants Division are elected by Division and Technical Committee Member ballot for a three-year period. At any time, there are twelve seats on the Division; six of which are filled with individuals who represent the AUser≅ point-of-view, and six of which are filled with individuals who represent the AProducer≅ point-of-view. Each year, elections will be held to fill four of the Division seats; two User seats and two Producer seats. No member of the Division may be elected for more than three consecutive, full, three-year terms.

The balloting procedure to select members for the Division will be coordinated by a three-person nominating committee. The membership of the nominating committee should be decided at, or shortly after, the SAE Fall International Fuels and Lubricants Meeting. The leader of the nominating committee will generally be the Vice-Chairperson of the F&L Division. The other two people on the nominating committee will be appointed by the Chairperson of the F&L Division from among the Division=s members whose seats are not scheduled for election in that year. In those years when the seat occupied by the Vice-Chairperson of the Division is scheduled for election, the Division Chairperson will appoint a third-member to the nominating committee and appoint a committee leader from among the three-member group. None of the members of the nominating committee should occupy seats that are scheduled for election in that particular year.

The procedures to be followed by the nominating committee in identifying candidates for a given ballot and the balloting procedures to be conducted within the Division are outlined in the following paragraphs.

**Procedures for Preparing a Ballot**

A) During the first two months for each year, the leader of the nominating committee should send to each F&L Division member and Technical Committee Chairperson a AProforma≅ ballot requesting nominations for candidates to serve as F&L Division members for the next three-year term.

A.1) The Proforma ballot should request candidates representing both the User and Producer point-of-view, as well as a short list of qualifications for each candidate.

A.2) The Proforma ballot should be open for at least thirty days, but its closing date should be prior to the end of February.

B) After the closing date for the Proforma ballot, the nominating committee should review the ballot returns.

B.1) The nominating committee will select two nominees for the two seats representing the User point-of-view and two nominees for the two seats representing the Producers point-of-view.

B.2) In selecting nominees, the committee should strive for balance on the Division among User interests (for example, light-duty and heavy-duty engine backgrounds) and among Producers interests (for example, energy, oil and additive backgrounds). However, there is no requirement to achieve balance among all of these sub categories of interest.

B.3) After selecting two user and two producer nominees, the Nominating Committee members should verify that the candidates identified are willing to stand for election and will serve for the three-year term.

**Ballot Procedures**

C) By the end of March, the nominating committee will send to each Division member and each Technical Committee Member a ballot containing the two User nominees and the two Producer nominees.

C.1) The ballot will be open for at least thirty days, but will close prior to the SAE Spring Fuels & Lubricants Meeting.

C.2) F&L Division and Technical Committee Members will be asked to confirm each of the nominees for the User and Producer seats.

C.3) For those Division and Technical Committee members not satisfied with the slate of candidates provided by the Nominating Committee, space will be provided for Awrite-in≅ ballots.

C.4) After the ballot has closed, the Nominating Committee will tabulate the results. The two nominees in the User category who receive the most votes and the two nominees in the Producer category who receive the most votes will be confirmed as elected to the Division for a three-year term.

C.5) After ballot confirmation, all of the nominees are to be informed of the results of the elections.

C.6) The members elect are invited by the Chairman of the Nominating Committee to attend the next scheduled meeting of the Division. Membership will begin with the F&L Division meeting held in conjunction with the SAE Spring Fuels & Lubricants Meeting.

# FUELS AND LUBRICANTS DIVISION

## Membership Activity Guidelines - Annual Review

| | | POINTS | |
|---|---|---|---|
| | | **North American** | **Non-North American** |
| **1.** | **Meeting Attendance** | | |
| | A. Did not attend any meetings | 0 | 0 |
| | B. Attended one meeting | 1 | 1 |
| | C. Attended two (all) meetings | 3 | 3 |
| **2.** | **Ballot Response** [1] | | |
| | A. Did not return ballots | 0 | 0 |
| | B. Partial ballot response (not all returned) | 1 | 2 |
| | C. All ballots returned | 3 | 4 |
| **3.** | **Technical Committee Task Force**[2,3] ( i.e., new categories, SAE Standards and documents) | | |
| | A. No task force participation | 0 | 0 |
| | B. Occasional task force participation | 2 | 3 |
| | C. Regularly participates on task force | 4 | 5 |

Activity Level:

0-3 = Change to Non-Voting or Drop
4-10 = Voting Status

[1]If no ballots during the year, maximum points given.

[2]Based on contributions during past three-year period

[3]Member are awarded points if they serve or arrange for others to serve on a task force.