



## Meeting Agenda

### **Materials, Processes and Parts Council (MPPC)**

**Date: Tuesday, March 18, 2014**

**Time: 1:00 pm – 3:00 pm EDT**

**Location: SAE AHQ, Troy, MI and WEBEX**  
(please see meeting notice for Webex/Call information)

**1. WELCOME AND INTRODUCTIONS – Luis Moreiras**

At the beginning of each meeting the chairman must read the SAE Anti-Trust Statement and the SAE Patent Disclosure provided below.

**2. APPROVAL OF MINUTES**

Review of the [Minutes from Last Meeting](#), September 17, 2013

**3. MEMBERSHIP REVIEW**

Nominations for new Council members-at-large and vice-chairperson – Ronald Strong

**4. REPORTS**

**4.1 Staff Report – Jill Kqiraj**

**4.2 TSB Report – WIP's greater than 5 years old – Luis Moreiras**  
[TSB Metrics Comparison Report](#) – Luis Moreiras

**4.3 Committee Chairperson Reports – All**

- 1) Automotive Corrosion and Prevention Committee – Kevin Smith – See item 7.2.**
- 2) Acoustical Materials Committee – Charles Moritz**
- 3) Fasteners Committee – Ronald Strong**
- 4) Metals Technical Committee(s) – Alan Pearson**
- 5) Automotive Adhesives & Sealants Committee – Keith Outland**
- 6) Plastics Committee – Edward Luibrand**
- 7) Spline Committee – Mark Raye – See item 7.1.**
- 8) Spring Committee(s) – Richard L. Van Eerden**
- 9) Textile & Flexible Plastics Committee – Daniel Fritz**
- 10) Vibration Control Committee – Jason Rawn – See item 7.2.**
- 11) Fluid Conductors & Connectors Technical Committee(s) – Luis Moreiras**
- 12) Ground Vehicle Reliability Committee – David Lamb**
- 13) Committee on Automotive Rubber Specs (CARS) – Paul Tuckner**
- 14) Non Hydraulic Hose Committee – Steven Monthey**
- 15) Hose Clamp Performance and Compatibility Committee – Michael Potts – See item 7.1.**
- 16) Surface Enhancement Committee – Jack Champaigne**

5. **DOCUMENT REVIEW** – Jill to identify

6. **OTHER BUSINESS**

6.1 [Review of MPPC operating procedures](#) in compliance with TSB operating procedures. See attached MPPC proposed revision to the operating procedures and be prepared to discuss any additions, deletions or changes required.

7. **NEW BUSINESS**

7.1 Review possible consolidation or deletion of inactive or redundant MPPC committees. The committees involved are:

Spline Committee  
Hose Clamp Performance and Compatibility Committee

7.2 Review status of the following motion made and unanimously approved during the September 2013 meeting. "If the current chairperson does not hold a committee meeting before the end of 2013, a new chairperson will be assigned". The committees involved are:

Automotive Corrosion and Prevention Committee  
Vibration Control Committee

7.3 Addition of a Lightweight Vehicle Design – Materials and Assembly Technologies Committee.

7.4 Update on SAE standards availability.

7.5 Members are requested to contact the Chairman with any additional "New Business" items prior to the meeting.

8. **NEXT MEETING**

8.1 September 2014, WEBEX

9. **ADJOURNMENT**

**Anti-Trust Statement:** In discharging their responsibilities, members of the Technical Standards Board, Councils/Division, and Technical Committees function as individuals and not as agents or representatives of any organization with which they may be associated, except that government employees participate in accordance with governmental 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 Committee.

**Patent Disclosure:** Each SAE Technical Committee or SAE working group member would be required to disclose at specified times during a development process all patents and patent applications that are owned, controlled or licensed by the member, member's employer or third party and that the member believes may become essential to the draft specification under development. The member would make this disclosure based on the member's good faith and reasonable inquiry. If SAE International receives a notice that a proposed SAE Technical Report may require the use of an invention claimed in a patent, the respective part of the SAE Technical Standards Board Policy will be followed.

# MPPC Operating Procedures – Proposed Revision (March 2014)

## 1 Authority

The Materials, Processes and Parts Council operates under the authority of the SAE Technical Standards Board. MPPC has the authority to organize its membership and conduct its business as it deems appropriate, consistent with the rules and regulations of the Technical Standards Board.

## 2 Purpose

The purpose of MPPC is to provide for, promote, direct, and supervise the development of consensus SAE Technical Reports, and to conduct investigations for activities related to engineered materials, processes and parts used in the surface mobility industry.

## 3 Scope

MPPC establishes policies; provides final approval of Technical Reports developed by MPPC committees; reports to the Technical Standards Board; approves committee chairpersons and membership; and takes other actions toward the effective development of SAE standards for materials, processes and parts.

## 4 Organization

The MPPC shall have membership of not less than seven (7) nor more than twenty-five (25) voting members. The basic organization of MPPC and its technical committees shall be as shown in the MPPC organization chart.

## 5 Membership

5.1 General. Individuals affiliated with MPPC serve in the capacity of officers, members, consultants and/or liaison representatives. They are selected on the basis of their individual knowledge, experience and professional capabilities plus their recognized effectiveness in contributing to cooperative engineering standards development.

5.2 Voting Members. Individuals are recognized for their technical qualifications in the area of work involved. They are privileged to vote on all questions under consideration. They serve on an individual basis rather than as a representative of an agency, company or organization. An individual can become a voting member of MPPC by serving in one of the following capacities:

Chairperson of MPPC  
Vice-Chairperson of MPPC  
Chairperson of a Technical Committee  
Appointed member-at-large

5.3 Terms of Office. Members of the Council shall be appointed for three-year terms. A member cannot serve more than two consecutive terms unless approved by majority vote of the MPPC members. If a member is unable to complete a term on the Council, the MPPC chairperson may appoint a replacement to complete the unexpired term.

5.4 Nominations. Before the end of each calendar year, the MPPC chairperson will appoint a nominating committee consisting of at least two MPPC voting members. This committee will prepare a list of candidates for Council membership to replace outgoing members, subject to disapproval by the Technical Standards Board.

5.5 Membership Responsibilities. Members are expected to participate in the work of the Council. This includes attendance at meetings and voting on electronic ballots of draft technical reports. Chairpersons of MPPC technical committees are responsible for periodically reviewing committee rosters and taking such action as may be required to ensure an active and participative membership.

Committee membership records are to be kept up-to-date and reported regularly ~~to~~by the SAE staff representative. Members not responding to two consecutive letter ballots ~~and/or~~ being absent without notice from two consecutive meetings should be contacted by the chairperson or the SAE staff representative to determine if they should retain their membership with removal from the membership at the discretion of the chairperson. Reinstatement to membership shall require attendance to two (2) consecutive meetings after removal.

## 6 MPPC Chairperson

- 6.1 Qualifications. The chairperson shall have experience in committee work and understand SAE Technical Standards Board rules, regulations and procedures.
- 6.2 Duties. Duties of the chairperson shall include:
- Preside over MPPC meetings.
  - Establish new Technical Committees and appoint their interim chairpersons.
  - Establish standing committees, working groups, planning groups and ad hoc committees as needed, including appointment of their chairpersons and/or individual member work assignments.
  - Assign projects so as to expedite MPPC's work.
  - Act for MPPC between meetings subject to member confirmation at the next meeting.
  - With assistance of the SAE staff representative, supervise voting on all MPPC technical reports.
  - Represent MPPC as a member of Technical Standards Board.
  - Report to Technical Standards Board on the work of the Council.
  - Perform other duties as required by Technical Standards Board.
- 6.3 Term of Office. The chairperson serves a three-year term of office. An individual may be reappointed for a second three-year term. The immediate past chairman is automatically nominated for Council membership for a normal three-year term to begin at the end of his term as chairperson.

## 7 MPPC Vice-Chairperson

- 7.1 Qualifications. The vice-chairperson shall have experience in committee work and understand SAE Technical Standards Board rules, regulations and procedures.
- 7.2 Duties. The vice-chairperson presides over MPPC meetings in the absence of the chairperson, chairs the nominating committee for new Council members and assumes other duties as directed by the chairperson.
- 7.3 Term of Office. The vice-chairperson serves a three-year term of office. An individual may be reappointed for a second three-year term.

## 8 MPPC Technical Committees

- 8.1 Function. Technical committees shall be established by Council action to develop, revise and cancel SAE Technical Reports within their committee scope.
- 8.2 Membership. Each committee is composed of a chairperson and members who are technically qualified to contribute to the work of the committee.
- 8.3 Committee Officers. Committee officers are elected by the voting members of their committees to serve three-year terms of office. The chairperson may be re-elected to a second three-year term; service beyond six consecutive years is subject to approval by majority vote of MPPC. It is recommended that a vice-chairperson be elected to assist the committee chairperson.
- 8.4 New Committees. New committees may be formed as necessary to carry out specific technical segments of the MPPC scope. The chairperson of a new committee shall be appointed to a three-year term by the MPPC chairman. The appointed chairperson selects and appoints qualified individuals to serve as initial members of the new committee.
- 8.5 Working Groups. Working groups may be formed by MPPC or its technical committees as necessary to accomplish specific technical projects.
- 8.6 Task Forces. Task Forces deal with specific projects of an on-going nature, for example, development or revision of a specific standard or group of related standards.
- 8.7 Ad Hoc Groups. Ad hoc groups deal with specific projects of a short duration, for example, resolution of a particular technical problem related to a standard.

## 9 Meetings

- 9.1 Frequency. MPPC shall hold at least one meeting each calendar year. Two or more meetings are recommended. The time and place of meetings shall be determined by the chairperson with a 30-day advance notification provided to members.
- 9.2 Agendas. The MPPC agenda should include the following elements as appropriate:
- Oral and written report by the Council Chairperson, normally including items of Council interest from the Technical Standards Board.
  - Oral and written reports by technical committee chairpersons.
  - Discussion of topics of concern to MPPC and its committees, including necessary action items.
- 9.3 Meeting Minutes. Minutes will be prepared for all MPPC Council and Technical Committee meetings. Meeting Minutes will be posted to the Forum web page.
- 9.4 Quorum. At least one-half of the voting members shall be present to constitute a quorum. If a quorum is not present, a properly scheduled meeting may still be held, but any decisions taken at such a meeting shall be subject to subsequent approval in conformance to clause 9.5.
- 9.5 Actions. MPPC actions shall be by majority vote of those members in attendance at a scheduled meeting for which a quorum is present or by a majority vote of MPPC members responding to an electronic ballot, so long as at least one-half of the members vote approve, disapprove or waive. The provisions of this clause do not apply to approval of SAE Technical Reports or the MPPC Operating Procedures, for which clause 10 and 11 applies, respectively.

## 10 Technical Reports

- 10.1 Preparation of Technical Reports. MPPC technical committees shall prepare SAE Technical Reports on topics covered by their scopes and review existing SAE Technical reports every 5 years.
- 10.2 Balloting of Technical Reports. Following receipt of a draft technical report from a document sponsor or committee chairman, SAE staff shall post draft report to the designated committee for ballot. The draft report shall include a rationale statement and a summary of responses from previous ballots.
- SAE staff shall tally results of ballots and email summary results to the document sponsor and committee chairperson.
- 10.2.1 Approval Criteria. The following criteria shall be met for approval of a draft technical report at each stage of the process (subcommittee, technical committee, MPPC):
- 50% response from voting members (response means a ballot for approve, disapprove or waive) and 66% approval from voting members who vote approve or disapprove.
- 10.2.2 Resolution of Ballot Comments. The document sponsor should attempt to obtain unanimous approval by resolving all comments. Unresolved disapproval comments shall be documented and forwarded to the next voting level.

## 11 Revision of Operating Procedures.

The provisions of these Operating Procedures do not supersede any existing procedural document established by the Technical Standards Board. These operating procedures may be amended, revised or rescinded in part or in their entirety by a minimum 75% approval of the voting members of MPPC who respond to an electronic ballot with a vote of either approve or disapprove, provided at least 50% of the voting members respond to the ballot.