Thank you for your involvement. This guide contains information for all technical committee participants.

- Benefits of Participation - SAE Standards Development - SAE Technical Committee Responsibilities
- SAE Standards Organization
- Committee Roles
- Meetings - Disclaimers
- Helpful Links

For additional information, contact your SAE Staff Representative - a link is on the committee/task force Standards Works site: sae.org/servlets/works/
SAE INTERNATIONAL... A HISTORY

SAE International traces its roots to the earliest days of the “horseless carriage.” In 1905, SAE opened its first office in New York City with nine volunteers, including the first SAE president, Andrew Riker, and first vice-president, an up-and-coming engineer by the name of Henry Ford. By 1916, SAE had more than 1,800 members and was convening meetings involving representatives from the aeronautical, tractor and power boating industries. The society had made a name for itself by actively developing standards used by the mobility industry, including aiding during World Wars I and II.

SAE grew at a dizzying pace during the 1950s and 1960s. As a result of this rapid growth and need for staff and space, in 1973, SAE moved its headquarters to Warrendale, Pennsylvania. During the 1980s and 1990s, SAE further expanded its international reach, forming SAE Brazil and establishing sections in such countries as China, Russia and Egypt. In 2002, SAE India was formed as an official affiliate. Around this time, the organization recognized the need to help the industry educate and enrich the next generation of engineers, and so SAE’s STEM curriculum for K-12 school students, A World In Motion®, was developed.

SAE has published more than 11,000 documents created by more than 400 SAE Technical Committees, with more than 350 subcommittees and task forces. These documents are authorized, revised and maintained by the efforts of more than 25,750 engineers and other qualified technical professionals.
Today, SAE serves its membership in support of its mission to advance mobility knowledge and solutions for the benefit of humanity. This includes:

- Internationally recognized magazines such as *Automotive Engineering International*, *Aerospace Engineering*, and *Off-Highway Engineering*.

- A broad array of other technical publications is distributed to individuals in more than 65 countries annually.

- Training and Professional Development programs that include more than 450 separate professional events each year.

- The Collegiate Design Series (CDS) that supports college-level engineering students by presenting 12 different collegiate design competitions that put classroom training into practice.

- Conferences and symposia, such as SAE WCX World Congress, SAE AeroTech Congress and SAE Commercial Vehicle Engineering Congress (COMVEC) and that add value to participants through the first-hand transfer of technical knowledge.

*SAE International* remains the leader in connecting and educating mobility professionals to enable safe, clean, and accessible mobility solutions.
Benefits of Participation

SAE INTERNATIONAL TECHNICAL STANDARDS COMMITTEES:

- Creating and updating standards that are critical to your industry segment
- Providing a forum for resolving common issues faced by the industry
- Working with other mobility professionals, industry groups, and government regulatory bodies
- Developing your personal growth/leadership by becoming a document sponsor or assuming a committee leadership position
- Staying updated of current activities in your industry
- Developing key customer and supplier contacts

SAE’s Technical Standards Development Program and its global presence fosters international participation in improving product performance and safety; promoting global market acceptance of new technologies; reducing costs; and decreasing time to market.

A list of critical elements of SAE Standards Development effort can be found at sae.org/standards/development. At this site, you can:

- View standards development organizational charts
- Coordinate meeting schedules
- Respond to the call for experts
- Join a committee
- Propose a new standard, and
- Access lists of standards under development

SAE Technical Standards Committee responsibilities:

- Preparing, developing, maintaining, and promoting all relevant Technical Reports within their scope
- Complying with SAE, Executive Standards Committee (ESC), Council, and Committee policies and procedures
Standards Organization

SAE standards development committees are organized in industry-specific areas and generally use the following structure:

<table>
<thead>
<tr>
<th>ORGANIZATION ELEMENT</th>
<th>STRUCTURE AND LEADERSHIP AUTHORITY</th>
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<tbody>
<tr>
<td><strong>Executive Standards Committee (ESC)</strong></td>
<td>- Establish Councils and confirm appointment of Council Chairs</td>
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<td>- Council Chairs are voting members</td>
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<td></td>
<td>- At-large membership at discretion of voting members</td>
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<tr>
<td><strong>Council</strong></td>
<td>- Oversight and management of their SAE Standards program area</td>
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<tr>
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<td>- Membership at discretion of voting members</td>
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<td>- Chairperson is nominated by the Outgoing Chairperson for concurrence by the respective Council</td>
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<tr>
<td></td>
<td>- Establish Technical Committees</td>
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<tr>
<td><strong>Technical Committee</strong></td>
<td>- Document development, maintenance, and promotion within their scope/charter</td>
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<tr>
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<td>- Membership, including at-large members, at the discretion of the respective Chair</td>
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<td>- Committee Chair is nominated by the committee’s voting members and forwarded to their respective Council for review and approval</td>
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<td>- Chair establishes task forces and working groups (and appoints Chairs)</td>
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Committee Roles

CATEGORIES OF COMMITTEE PARTICIPANTS ARE:

VOTING MEMBER
• Contribute to the work of the Technical Committee
• Vote on all Technical Report ballots in a timely manner
• Maintain active participation in meetings and document development
• Must be competent and authoritative in the field(s) outlined by the committee scope

• Voting Members need to attend committee meetings and vote on all ballots to keep their committee membership:
  − Members who are absent from three (3) consecutive committee meetings, without alternative representation, may be dropped from Voting Membership, unless the Chairperson determines that other circumstances warrant retention
  − Failure to respond to three (3) ballots may also be considered cause for revoking Voting Membership

LIAISON
• Coordinate with parallel activities occurring in the government, other associations, and related SAE Technical Committees and may serve in an advisory capacity on specific projects
• Receive Technical Report ballots and may provide comments; however, they do not have an approval/disapproval vote

MAILING LIST RECIPIENT
• Receive information on Technical Committee meetings only (i.e. meeting notices, meeting schedules, agendas, and minutes)
• Do not have access to any working documents and are not required to participate in committee meetings
ADDITIONAL OPPORTUNITIES:

**DOCUMENT SPONSOR**
- Can be a voting member or liaison
- Completes a New Project Request Form to obtain a document number
- Prepares all drafts of the report
- submits document drafts for ballot on Standards Works
- Ensures that a sufficient number of ballots have been received for consensus
- Reviews ballot summary
- Resolves all comments received from ballots
- Makes all changes to the draft necessary to achieve consensus

**LEADERSHIP**

Leadership positions within the program include Chair, Vice Chair, Secretary. The typical term for a leadership position is two years. All participants in the SAE Standards program are encouraged to pursue all leadership opportunities. Responsibilities for each leader position are detailed in each Council’s respective Operating Policies and Procedures.
SAE STANDARDS SPECIALIST

• Coordinate with the committee to reach its goals - including identifying ideas for documents, developing documents, and broadening its membership
• Advise the committee in its organization and operation
• Work with the committee to plan future meeting locations and dates in compliance with applicable SAE policies
• Create and distribute meeting notices
• Distribute meeting information provided by the Chairperson, Vice-Chairperson or Secretary
• Assure that meeting correspondence is properly distributed
• Facilitate nominations and voting of chairpersons
• Handle all inquiries from the media and forward questions/inquiries about technical documents to the appropriate contacts
Meetings

There are certain mandatory topics that are covered during a meeting. At the beginning of each meeting, participants introduce themselves, disclaimers are reviewed, the agenda for the meeting is reviewed and approved, an attendance roster is circulated, and the minutes from the previous meeting are reviewed and confirmed. At meetings, the committee reviews technical presentations, works through the standards development process, along with discussions on ballots and comments. Participants, by attending meetings, become a part of the network of experts who develop the technical standards. Key points about these meetings include:

- A quorum, at least 50% of voting members present either in person or via teleconference, is needed to vote on decisions, confirm minutes, etc.; meetings can be conducted without quorum, but decisions cannot be voted on/confirmed
- Only one person speaking at any given time (presenter has the floor)
- Attack the issue, not the person
- Be on time for the beginning of the meeting and in returning from breaks/lunch
- Respect all ideas and comments
- No silent skepticism, be candid
- Focus on the meeting
- Do not discuss cost, pricing plans, pricing policies, product usage surveys, marketing plans or any related topics; be aware of and follow ITAR and EAR rules and regulations governing export control
- Participate as individuals and not as agents or representatives of any organization
- Secure staff advice as well as legal counsel when necessary
- Create an open atmosphere that promotes a free-flowing interchange of technical information
- Follow the processes, rules, and guidelines of the ESC Governance Policy, Council Organization and Operating Procedures and the respective Technical Committee Charter
Disclaimers

THE FOLLOWING STATEMENTS ARE REVIEWED AT THE START OF ALL MEETINGS.

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.

IP Statement: SAE’s intellectual property is its most valuable asset. As such, the Society expends considerable resources maintaining and protecting its rights to its intellectual property.

SAE reserves the right to copyright any of its print products, electronic products, databases, audio/visual products and any other subject matter. This is intended to protect SAE and its members from unauthorized copying and distribution of SAE intellectual property. SAE’s intellectual property may only be used in a manner that furthers the organization’s purposes.

It is also SAE policy that the copyrights and other intellectual property rights of third parties be respected and not infringed upon by SAE or any of its committees, or any employee, member or other person acting on behalf of SAE.

• As a participant in SAE Technical Committees, individuals agree that the collective work of the committee(s) is the property of SAE, and SAE is charged with its publication, dissemination, and protection. For more on SAE’s Intellectual Property Policy at: sae.org/about/policies/intelproperty/

• To better understand copyright, please see this short video: bit.ly/1T1MI5w
Helpful Links

SAE International: sae.org

SAE Standards Development: sae.org/standards/development

- View organizational charts
- Coordinate meeting schedules
- Join a committee
- Propose a new standard, and
- Access lists of standards under development

Standards Works (Technical Committee Webpages): sae.org/servlets/works/

- Main: meeting schedule, notices, and minutes are kept on this page, other resources, such as those for document development are posted on this page
- WIP (Work in Progress): Documents that are currently under development are accessed here, working documents/materials are kept on the Document Work Area
- Documents: List of all documents “owned” by the committee
- Committee Work Area: General interest materials are posted here. Information specific to a document that is being worked on should not be posted here; these materials should be posted on the document work area
- Roster: Listing of the committee/task force participants
- Ballots: Open ballots on committee sites; task force sites will not have a Ballot page
- Email: Messages can be sent to committee/task force participants

Note: WIP, Documents, Roster, and Ballot pages are only available to participants who have Voting Member and Liaison status on the committee/task force. All information posted on Standards Works is for the use of the committee/task force and is not to be released outside of committee/task force membership.

Participants in SAE Standards development activity are encouraged to review the Executive Standards Committee Governance Policy, their Council Organization and Operating Procedures document, as well as the SAE Technical Report Style Manual. These documents, as well as numerous other references and supporting information, can be found under the “Resources” column on the Standards Works page for each technical standards committee and task force.

SAE’s Intellectual Property Policy: sae.org/about/policies/intelproperty/

A detailed description of the roles and responsibilities of each organizational element can be found in the ESC Governance Policy document at: sae.org/servlets/works/.