1. **GENERAL**

   All Committee activity shall be conducted according to the provisions of this charter and in accordance with the procedures established by the Aerospace Council of the SAE International (SAE) as reflected in the SAE Aerospace Council Organization and Operating Guide and supplemented by the SAE Committee Guidelines Manual except as modified by this charter.

2. **FUNCTION**

2.1 **Charter:**

   SAE Aircraft Seat Committee has been established by the Aerospace Council of the SAE.

2.2 **Scope:**

   The activity of the Aircraft Seat Committee shall be to develop and maintain SAE technical reports related to the design and performance of aircraft seating systems (including seat furniture) for use on Transport Category Aircraft, Normal and Transport Category Rotorcraft, and General Aviation Aircraft. The aspects of the aircraft seating system addressed by this Committee include the seat, the occupant restraint system, the interface of electrical and entertainment system components with the seat, the seating system installation and relationship to other parts/aspects of the aircraft.

2.3 **Objectives:**

2.3.1 Develop SAE technical reports for aircraft seat systems to minimize injury or loss of life under emergency conditions and to provide safe operations under normal flight and ground conditions. The end product(s) of the Committee’s efforts are the consensus of technical experts in the field of aircraft seating. These technical reports may not represent special interest, corporate, or regulatory position(s). These technical reports will conform to SAE-approved formats, such as:

   AIR (Aerospace Information Report)
   ARP (Aerospace Recommended Practice)
   ARD (Aerospace Resource Document)
   AS (Aerospace Standard)
2.3.2 Provide a forum for the exchange of technical information relating to aircraft seating.

2.3.3 Define the needs and encourage research in the design, evaluation, performance, and/or implementation of aircraft seating including consideration of operational, human factors, ergonomics and certification issues which influence seat design.

2.3.4 Advise, consult and cooperate with industry, government, educational institutions, aviation organizations, other standardization bodies and other SAE Committees and their members on matters relating to aircraft seating systems.

2.3.5 Support requests from regulatory authorities for development of aircraft seat industry standards and SAE technical reports that can be utilized by the authorities in their development of regulations, TSO’s, policy and guidance. However, the Committee remains an independent body of technical experts that are responsible for creating impartial technical reports.

3. ORGANIZATION

3.1 Committee Structure:

The Committee shall consist of a parent Committee of participants (voting members, liaisons, mailing list recipients) and working groups as deemed appropriate by the Steering Committee. Working group participants need not be participants of the parent Committee. Committee participants and working group participants shall function as individuals representing technical expertise in the field of aircraft seating and not as representatives of their employers or any other organization with which they may be associated.

3.2 Committee Officers:

The Committee shall have a Chairperson, a Vice Chairperson and a Secretary. It is recommended that Committee officers serve a maximum of six (6) consecutive years. With the approval of the Committee participants in attendance at the Committee meeting, Committee officers may serve more than the six (6) year consecutive maximum.

3.2.1 Committee Chairperson

Every two (2) years, the Steering Committee shall request nominations for a Chairperson from the Committee. The Chairperson will be selected by consensus vote of the Committee participants in attendance at the Committee meeting.

3.2.2 Committee Vice Chairperson and Committee Secretary

Each newly appointed Chairperson shall appoint a Vice Chairperson and a Secretary.
3.3 **Steering Committee:**

The Steering Committee shall consist of the Chairperson, the Vice Chairperson, the Secretary and the SAE Staff Representative. The function of the Steering Committee is to assist the Chairperson in the guidance of the Committee, in the setting of meeting agendas, in the approval of new projects, in the recommendations and approval of new voting members, and in reviewing the activity and status of existing projects.

3.4 **Working Group Leaders:**

The Chairperson shall appoint a working group leader and a backup working group leader for each of the working groups.

4. **VOTING MEMBERSHIP**

4.1 **Committee Voting Membership Requirements:**

Individuals who have interests, have expertise in the activities of the Committee and have attended a minimum of 3 of the 4 previous meetings may request voting membership. Voting membership requests shall be made to the Chairperson. Voting member requests shall include a resume outlining the individual’s qualifications, experience and expertise in one or more areas in the field of aircraft seating. Voting membership on the Committee shall be by appointment by the Chairperson. Committee voting membership shall contain an equitable balance of representation of technical experts in the field of aircraft seating by interest (Producer, User and General Interest).

4.2 **Voting Member Privileges**

Voting membership on the Committee entitles a person to a full voice in all Committee deliberations, to sponsor projects, and to vote on all matters of business before the Committee, including project ballots.

4.3 **Voting Member Responsibilities:**

4.3.1 Voting members shall function as individuals representing technical expertise in the field of aircraft seating and **not** as representatives of their employers or any other organization with which they may be associated.

4.3.2 A voting member who fails to attend two (2) consecutive Committee meetings may have his/her voting membership revoked by the Chairperson with consensus by the Steering Committee.
4.3.3 A voting member who fails to vote on two (2) consecutive project ballots may have his/her voting privileges revoked by the Chairperson with consensus by the Steering Committee.

4.3.4 A voting member who has had his/her voting membership revoked for lack of meeting participation or voting record may appeal such revocation to the Steering Committee at the next scheduled Committee meeting. The voting member should present the circumstances that led to the inability to attend meetings, the inability to vote on project ballots and how those circumstances are being addressed in order to allow the voting member to meet the Committee meeting attendance and voting requirements in the future.

5. OPERATION

5.1 Project Authorization:

Each proposed project, including technical report revision, must be approved by the Steering Committee. Proposed projects shall be presented at a Committee meeting for consideration. There shall be adequate interest from the Committee, an adequate number of working group participants and a commitment from those participants in order to put the project before the meeting attendees for a vote. A simple majority (51%) of the meeting attendees will suffice for a passing vote. After the initial approval of the project concept, and assignment to the appropriate working group, an abstract or AIR outlining the scope of the project, the type of technical report to be created/revised (AS, ARP, AIR or ARD) and a list of working group participants shall be prepared by the working group leader and returned to the Steering Committee for final authorization to proceed.

5.2 Technical Report Preparation:

All technical reports prepared under Committee auspices shall follow the procedures and format published in the SAE Aerospace Technical Reports Style Guidelines.

5.3 Technical Report Review by Committee Prior to Project Ballot:

When a working group has completed their work on a proposed draft technical report, or technical report revision, and agreed to send it to project ballot, the working group leader shall present it to the Committee voting members and liaisons at the next meeting or via email for review prior to submitting it for project ballot. The purpose of this review is to collect and resolve any comments from Committee participants not on the working group prior to submitting the technical report for project ballot in order to minimize comments during the project ballot process.
5.4 Voting:

5.4.1 Technical report project ballots can only be voted on by the Committee voting members. Committee liaisons may provide comments to technical report project ballots. Resolution of the comments will be coordinated by the working group leader or the Chairperson. Vote results will be tabulated in accordance with Aerospace Council Guidelines.

5.4.2 Issues of business before the Committee at a Committee meeting (excluding technical report project ballot votes) may be voted on by all meeting attendees. A simple majority (51%) will suffice for a passing vote.

5.4.3 Voting on technical report project ballots shall be monitored by the Chairperson and the results reported to the Committee when a technical report has been approved by the Committee voting membership.

5.5 Working Group Status Report:

All working groups shall provide ongoing documentation of the activity and status (including project schedule) of projects to the Chairperson. This report shall incorporate a project listing or similar identification to enable ready reference to any given project at any given time and to facilitate the Committee’s efforts with SAE and the Aircraft Division of the Aerospace Council. Working groups shall report the activity, decisions, action item status and project schedule status of their projects at all Committee meetings.

5.6 Meetings:

5.6.1 The Committee meets at the direction of the Chairperson, normally three (3) times per year for two and one-half (2 ½) day sessions. The Steering Committee will meet during the Committee meeting.

5.6.2 The Committee meeting agenda shall be prepared by the Chairperson and disseminated with the next meeting announcement by SAE staff.

5.6.3 At the direction of the Chairperson, the Committee meetings may include time for industry discussion of a general nature not specifically related to Committee projects.

5.6.4 All Committee meetings shall be conducted in accordance with established SAE Procedures and Practices. Material presented at Committee meetings shall not include company or organization logos. However, formal presentations initially produced for use outside of the Committee do not need to be altered to remove company or organization logos.
5.6.5 Working groups shall keep minutes of all working group meetings. The meeting minutes shall document the activity, the decisions, the actions items (including ownership, due dates and completion dates), and the project schedule status of the working group.

5.6.6 Minutes of all Committee meetings shall be recorded by the Secretary (or designee). The meeting minutes shall document the activity, the decisions and the action items (including ownership, due dates and completion dates) of the Committee that occurred at the meeting. The meeting minutes shall also document the high level schedule and status of all document projects. Working group meeting minutes should be provided to the Secretary by the working group leader within four (4) weeks of the meeting. The Secretary will verify that the Committee meeting minutes accurately reflect the activity of the working groups. The meeting minutes should be provided to the SAE staff by the Secretary within eight (8) weeks of the meeting. The SAE staff will post the meeting minutes to the SAE Aircraft Seat Committee website.

5.6.7 Attendance at the Committee meetings is open to anyone with an interest in aircraft seating systems. Attendance shall be monitored and recorded by the Vice Chairperson (or designee) and will be submitted to Chairperson within four (4) weeks of the meeting.