AIR CARGO COMMITTEE
Organization and Operating Guidelines

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This document was prepared to reflect a change in the structure of the Committee, as accepted by the Aerospace Council 27 October 2017, and checked to assure conformity with both the Technical Standards Board’s Governance Policy (through its 15th revision [October 2017]) and the Aerospace Council’s Organization and Operating Procedures (through its 8th revision [January 2015]). Where the rules of the Aerospace Council are defined to be more stringent than the TSB Governance Policy, the Aerospace Council rules take precedence.
1. INTRODUCTION

1.1 The purpose of this document is to supplement, and is subordinate to, the SAE Technical Standards Board Governance Policy (TSBGP) and the Aerospace Council Organization and Operating Procedures (ACOOP), which set forth the organization, objectives and operating procedures for the SAE’s Committees.

1.2 The Air Cargo Committee is one of several organized by the Aerospace Council within the Airport/Ground Operations and Equipment Systems Group.

1.3 This document provides an outline of the organization, operating practices, procedures and guidelines the Committee has established to facilitate accomplishment of its scope and objectives in accord with the policies of the Technical Standards Board and Aerospace Council.

2. SCOPE

The scope of the Committee, assigned by the Aerospace Council, includes all aspects of air cargo and associated equipment that require interface and/or compatibility with aircraft; and thus its objectives are to:

(a) Promote the study and discussion of design, development, and application of and research problems relating to aircraft cargo equipment and systems, and

(b) Develop and maintain technical standards, specifications and reports related to the design, performance, application and maintenance of the equipment and systems identified in subparagraph (a), and

(c) Coordinate and harmonize standardization efforts with other bodies as applicable to support the global aerospace community.

3. ORGANIZATION & OPERATION

3.1 The Air Cargo Committee undertakes the technical research, coordination, preparation and balloting of Technical Reports; revises and maintains Aerospace Documents; and initiates projects as necessary to accomplish its scope (see 2.0, above). Supplemental groups may be established, maintained and deactivated by the Chairperson as necessary to cope with projects within a specified scope (ref: § 2.4, TSBGP). Projects may come from the Executive Board, supplemental groups, committee members, industry, regulatory authorities, et cetera (in accord with TSB Governance Policy § 1.9.1, et seq., Technical Report Initiation).

3.1.1 The Committee consists of a Chairperson, Vice-Chairperson and qualified members (see paragraph 4).
The size and composition of the Committee is determined by the Chairperson. The planning objective is to have no more than forty (40) qualified voting members, equitably apportioned between Air Carrier, Aircraft Operators; Aircraft Manufacturing and Government Agencies; and Air Cargo Equipment Manufacturing and Suppliers.

3.2 The Committee will biennially nominate candidates and elect Chairperson and Vice-Chairperson at the Committee meeting prior to that meeting at which the term of office for incumbent officers expires.

3.2.1 **Term of office** of elected officers of the Committee is two years, with a maximum of three consecutive terms served in an office. Except for the Chairperson, additional terms may be served provided a minimum of two years has elapsed between the previous term and the new term; the Chairperson may serve additional consecutive term(s) in office with the approval of the Aerospace Council (ref: § 4.2.1.1, ACOOP).

3.2.2 **The Chairperson** is subject to confirmation by the Aerospace Council. The Chairperson will accept the responsibilities of the office as outlined in the ACOOP § 4.2.1.1. He or she is an Ex Officio member of any supplemental group.

3.2.3 **The Vice-Chairperson** may serve as the Committee Secretary. It is desirable that the Vice-Chairperson is from a class (air carrier, aircraft manufacturer, equipment manufacturer, et cetera) other than that of the Chairperson.

3.3 A minimum of two (2) Committee meetings are held each year.

3.3.1 Agendas for committee meetings are drafted by the Chairperson and subsequently electronically published by the SAE Representative to all committee members at least six weeks prior to a scheduled meeting.

3.3.2 Minutes for the Committee meetings are drafted by the respective Chairperson, the Secretary or designee, and subsequently electronically published on Committee’s web page by the SAE Representative within four weeks after a scheduled meeting. Minutes will be confirmed by simple majority voice vote of the members at the subsequent Committee meeting (ref: § 2.5.7, et seq., TSBGP and § 5.7, et seq., ACOOP).

3.4 **Parliamentary procedure** for the committee or supplemental group meeting will be as determined by Roberts Rules of Order, latest edition.

3.4.1 A **quorum** is at least 50% of the qualified members (see paragraph 4) of any committee or supplemental group. Committee is encouraged to provide the option for those members unable to attend a meeting in person to participate via electronic means (which will include both teleconference and internet meeting participation), a member attending a meeting virtually will be counted towards quorum for any votes or actions taken during the meeting (ref: § 5.8.1, ACOOP).
3.4.2 **A simple majority vote** (51% of members present), provided a quorum is present, at any called Committee or supplemental group meeting constitutes a decision on any issue under discussion, except for voting on Aerospace Documents (Technical Reports) as covered in paragraph 5.3.

3.4.3 The SAE Staff Representative advises the Committee on procedures, organization and operation and has the authority to suspend any activity which is undertaken in or carried out in contravention of the Technical Standards Board or Aerospace Council Rules or any laws or order. Suspended activity may re-commence only with the affirmative vote of the Aerospace Council. (ref: § 8.3, ACOOP.)

3.5 **Executive Board:** The Executive Board is comprised of the incumbent Chairperson and Vice-Chairperson, Chairpersons of supplemental groups, the immediate past Committee Chairperson, and the SAE Staff Representative. The incumbent Chairperson serves as Chairperson of the Executive Board.

3.5.1 The Executive Board reviews the draft Committee agenda prior to the called meeting, adjusts and proposes modifications as necessary after reviewing the status of projects and documents, identifies the need for new projects (in accord with TSBGP § 1.9, *Initiation of Projects*), approves proposed technical presentation(s), and finalizes any meeting arrangements and scheduling.

3.5.2 Proposals for places and dates of the Committee meeting are reviewed by the Executive Board. The nominated meeting place(s) is (are) proposed by the Chairperson to and the venue is determined by simple majority voice vote of the Committee.

3.5.3 The Executive Board maintains, reviews and updates, in accord with ACOOP § 4.1.1, the Committee’s *Organization and Operating Guidelines*.

3.5.4 The Executive Board reviews Committee membership requests (see paragraph 4.1) and appoints qualified individuals, in accord with TSBGP § 2.4.2.4, and advises SAE Staff Representative of change in membership.

3.5.5 At least once a year, the Executive Board reviews the contributions of members of the committee and awards Committee Certificates of Recognition or Appreciation and, when appropriate, nominates and submits candidates for SAE Certificates of Appreciation or other SAE awards/recognition to the Aerospace Council.

3.5.6 At the Committee meeting prior to that meeting at which the term of office for incumbent officers expires, the Executive Board will ensure the Committee is prepared to nominate and elect qualified Chairperson (ref: ACOOP § 4.2.1.2, Technical Committee Chairperson Selection Process) and Vice-Chairperson. The Committee agenda will provide for the election of officers at the meeting prior to that meeting at which the incumbent officers’ term expires (see paragraph 3.3.1).
3.5.7 In the event the Chairperson of the Committee resigns, the Executive Board exercises one of the following options:

Option 1. The Vice-Chairperson is appointed Chairperson for the term of office remaining, or;

Option 2. Lacking a Vice-Chairperson, a new Chairperson for the term of office remaining is nominated by the Executive Board to and elected by the committee, or:

Option 3. If one meeting remaining in the term of office, an acting Chairperson may be appointed for that meeting by the Executive Board.

3.6 **Supplemental Groups** may be established by the Committee Chairperson after consultation with the Executive Board, with their membership having specific specialized expertise. Where practical, the supplemental group consists of a Chairperson, Vice-Chairperson and qualified members. The supplemental group is encouraged to biennially nominate candidates and elect Chairperson and Vice-Chairperson; lacking an election, the Committee Chairperson will appoint a group Chairperson (ref: § 2.4.3, TSBGP and § 4.3, ACOOP). The supplemental group will be responsible to the committee for delegated or assigned technical research, coordination of and drafting proposed and assigned Aerospace Documents; maintenance and revision of assigned or delegated documents; and accomplishing assigned projects; within a specified scope (see § 2.4.3, TSBGP). All work of the supplemental group is subject to review and approval by the Committee (ref: § 4.3, ACOOP). The supplemental group may be deactivated, or specific project, assignment or delegated activity terminated, by the Committee Chairperson when, at his or her sole discretion, the need for the specific, specialized expertise has ended.

3.6.1 **An Airworthiness Panel** is assigned the development or revision of documents

a. requested by Regulatory Authority, or
b. submitted by an air carrier, airframe manufacturer or equipment supplier that will facilitate Airworthiness Authority procedures.

Long-term Panel assignments include:

- Aerospace Standard (AS) 36100, *Air Cargo Unit Load Devices - Performance Requirements and Test Parameters*, and Aerospace Standard (AS) 36102, *Air Cargo Unit Load Devices Testing Methods*, supporting Technical Standards Order TSO-C90, *Cargo Pallets, Nets and Containers*, or its superseding alternative; and,
- Aerospace Standard (AS) 6554, *Cargo Stopper Devices*, supporting TSO-C202, *Cargo Stopper Devices*, and
The Committee Chairperson may request the panel to review or provide advice as to consistency or conformity with airworthiness requirements of Committee documents.

4. MEMBERSHIP

4.1 Members of Committee, and its supplemental groups, are appointed on the basis of their personal qualifications and their ability to contribute to the work of the committee in accomplishing its scope. Members function as individuals and not as representatives of any organization with which they may be associated. Members are not required (but are encouraged) to be members of SAE. (ref: § 2.4.2.4.1, TSBGP)

Individuals desiring to serve as members of the committee or a supplemental group will be asked to submit a Participation Request (see SAE Standards Works form on SAE Web Page). The Executive Board will review and act on all membership requests (see paragraph 3.5.4).

Only members may vote on matters and/or documents coming before the Committee. Members may designate a qualified alternate to represent him or her at Committee meetings and will advise the chairperson of the committee, in writing, prior to the meeting that the alternate will be his or her representative. The alternate may vote in place of the member but both the member and the alternate may not vote on the same issue or document; i.e., a member’s absentee ballot on an issue or document will hold preference.

4.2 The Chairperson of the Committee reviews the committee membership at least annually for the purpose of retaining only those who actively contribute to the effectiveness of the group or committee work.

Any member of the committee who is absent without alternate representation from three consecutive meetings will be dropped from membership unless it is determined that other circumstances warrant retention.

Any member of the committee who fails to respond to 50% of electronic ballots circulated in a calendar year will be dropped from committee membership unless it is determined that other circumstances warrant retention. It is important for members to vote on all documents circulated for ballot. Waives are better than no response.

Other evidences of disinterest may also be considered cause for removing an inactive member at any time.
The Committee Chairperson will write a letter to each dropped member thanking him or her for services rendered to the committee and stating that he or she is being removed from the committee membership in accordance with the Aerospace Council rules.

5. **COORDINATION AND APPROVAL OF PUBLICATIONS**

The process for the development and approval of Technical Reports and documents for publication is set forth in *TSB Governance Policy* (TSBGP) § 1.17 and *Aerospace Council Organization and Operating Procedures* (ACOOP) § 7. The purpose of the following section is to highlight and clarify the procedures and practices used by the Committee to accommodate, and conform to, those guidelines.

All documents are prepared or revised in accordance with SAE’s *Aerospace Technical Report Style Manual* and SAE’s *Guide for the Preparation of Aerospace Documents as Aerospace Standards (AS), Aerospace Recommended Practices (ARP), or Aerospace Information Reports (AIR).*

Committee documents are categorized as follows:

**Active** – the latest version of a document available to the public

   Issued – First time a document is published.

Revised – Latest version of a document which was previously issued under an earlier date or revision level.

Reaffirmed – Latest version of a document (issued or revised) that has been reviewed by a Committee and determined to be technically accurate and requires no immediate revision (see paragraph 5.4).

(*Active documents are subject to five-year review by the Committee and are progressed in accord with voting requirement of paragraph 5.3.*)

**Stabilized** – the latest version of a document actively being used by the aerospace industry but technology is mature; covers technology, products, or processes for which technical expertise no longer resides in the committee; the committee can find no users; or, the using community is moving towards newer technology; and Committee makes a conscious decision not to revise further (see paragraph 5.5).
Canceled – Standard is “not fit for use” due to technical reasons or when its technical requirements are totally superseded by another document and use for any reason other than historical reference is not recommended (see paragraph 5.6).

5.1 **Summarizing the Coordination and Approval process:** Approval of a Technical Report requires two levels of balloting: Committee ballot will be considered Level 1 and Aerospace Council as Level 2 (ref: TSBGP § 1.17, et seq.). Draft Technical Reports and documents are initially prepared (or revised) and recommended by a designated sponsor, reviewed and approved (Level1 ballot required) by the Committee and, except for AIR documents, subsequently approved (Level2 ballot required) by the Aerospace Council prior to publication.

5.2 **Preparation by Responsible Sponsor:** Upon acceptance of a project by the Executive Board, the Chairperson assigns the project to a qualified member as Sponsor of the document, who will sign a release of copyright agreement with SAE (ref: § 1.17, TSBGP--Sponsor). The Sponsor is charged with the preparation / revision of the draft document, which may be submitted to industry for comment, and will adopt comments and resolve dissenting votes resulting from circulation of the document. Every effort is made to obtain full agreement and the committee must agree to the resolution(s).

To assure consistent formatting, paragraph numbering, et cetera, draft documents and revisions are prepared to the requirements of SAE’s *Aerospace Technical Report Style Manual*, using appropriate template software—when available. A cover sheet defining the project or the revision to affected paragraph(s) of existing documents is included when a draft document or revision is circulated for ballot. Background information for documents in development and for revised documents is provided in an appendix that includes a summary of all revisions and changes in the course of development, if any; e.g., Revision A, Revision B, et cetera.

Changes to wording of circulated draft document are underlined to show modifications or additions and lined out when words or paragraphs are deleted. A vertical bar in the left border of draft document is used to highlight changes and/or added paragraph(s). Equivalent word processor markup, font color, and page notation may be substituted when available. These notations will be removed in the final copy prepared for publication.

The document Sponsor makes every effort to resolve dissenting vote(s) resulting from the committee circulation and vote. When dissenting vote(s) cannot be resolved, and a consensus of the committee vote has accepted the draft document, it will be progressed to the Aerospace Council with information concerning the reason for overriding the dissenters’ views.
5.3 Approval of Documents Prepared for Publication: Technical Report approval process is guided by TSBGP § 1.17, et seq., and ACOOP § 7.3, et seq. A document is approved by the Committee, using one of the following options [see § 7.3.3 and § 7.3.4.11 of the ACOOP]:

(Note: A supplemental group may use any of the available ballot/voting procedures or informal ballots tabulated by the Supplemental Group Chairperson, at the discretion of the Committee Chairperson and with the agreement of the SAE Representative, but is encouraged to use "voice vote" process whenever practical as any balloting at levels below the Committee level are informal ballots, not accommodated by SAE’s StandardWorks, and conducted outside SAE’s formal two-level balloting process.)

a. Electronic ballot: The document, when submitted to the Committee members through SAE’s StandardWorks web based voting process, will be considered approved after twenty-eight (28) days from the date of circulation if at least one-half of all members receiving a ballot respond (waived votes are subtracted from the total circulation of the ballot to determine responding member voting basis) and approving ballots are returned by a least three-fourths of the responding members.

b. Final voice vote at a meeting of Committee: The document will be considered approved, provided the document has been circulated to all members of the Committee at least twenty-eight (28) days prior to the meeting, if at least three-fourths of the Committee’s total members indicate an approval by a voice vote (including written votes registered by absentees). During a voice vote, waives are subtracted from the total membership for the purpose of determining the member voting basis.

c. Electronic Affirmation Ballot: A chairperson may authorize circulation of a 14-Day affirmation ballot, when submitted to the Committee members through SAE’s StandardWorks web based voting process, if the document has already gone through the 28-day Committee ballot, all technical comments from disapprovals have been discussed and resolved between the sponsor and the person(s) disapproving the document, and technical changes resulting from comment resolution and discussion are few in number (typically less than five changes) and of sufficient clarity to communicate directly in a "Change From Change To" fashion.

For this type of ballot only the changes need to be posted, not the entire document.

Committee members are to respond if they have a concern with the proposed changes.

At the end of the 14 day voting period, SAE Staff will review the comments and inform the Chairman of the results. If there are comments, these will then need to be resolved by the Sponsor and/or taken back before the committee. If no comments are received, the document will proceed to the next level of ballot.
The Airport/Ground Operations and Equipment Systems Group Chairperson will be balloted on all Technical Reports simultaneously with the committee level ballot. A response from the Systems Group Chairperson is not required however any comment(s) will be reviewed and considered (ref: § 7.3.4.12, ACOOP).

When the Committee has reviewed, voted and approved an Aerospace Document (level 1 ballot), a final copy will be prepared by the Sponsor and forwarded by the SAE Staff to the Aerospace Council (level 2 ballot) in accord with of the ACOOP (ref: § 8, SAE Staff Responsibilities) and TSBGP (ref: § 1.17, Sponsor). If the Sponsor finds resolution of disapproval or dissenting views unattainable at the committee level and a consensus of the committee vote has approved, those disapproval or dissenting views and committee’s reason for overriding them are submitted with the document for consideration by the Aerospace Council.

A consensus means at least 50% of the members respond to the vote and 75% of the non-waive respondents have approved (ref: § 7.1, ACOOP).

The Aerospace Council may then approve the document, reject the document, or refer the document with dissenting views to the Technical Standards Board for action.

5.4 **Reaffirmation:** An Active document scheduled for a five-year review is evaluated by the committee. A sponsor will be appointed by the Chairperson to review an Active document early enough to complete action within the five year period, including required committee ballot. The Sponsor may recommend committee reaffirmation by voice vote at a meeting (preferred) or by electronic ballot. If reaffirmed by committee, no further action is required. If reaffirmation fails to get approval, the Committee Chairperson will establish a project to revise the document, ballot its placement in the stabilized category or propose its cancellation.

5.5 **Stabilization:** A document may be determined to be stabilized if the latest version of a document actively being used by the aerospace industry is technologically mature; covers technology, products, or processes for which technical expertise no longer resides in the committee; the committee can find no users; or, the using community is moving towards newer technology; and the committee makes a decision not to revise further. The Sponsor delegated to review the document may recommend the committee stabilize and the committee may approve stabilization by voice vote or by electronic ballot.

No further action is required for a stabilized document.

5.6 **Cancellation:** A document may be recommended for cancellation by the Chairperson of the Systems Group, the Executive Board, a supplemental group, or the Aerospace Council. The document will be cancelled only when it is deemed to be “not fit for use” due to technical reasons or when its technical requirements are totally superseded by another document. A document will not be cancelled based only on administrative reasons such as no identified users,
no committee expertise, newer technology exists, et cetera. Determination that a document is not fit for use may be made when there is a clear safety issue with continued use, or when there is a government requirement that can only be accommodated by elimination of the document. Cancellation should be rare and the notice of cancellation should carry a clear Rationale statement and, if at all possible, should direct users to alternative Technical Reports.

The Sponsor delegated to review a document may recommend cancellation by voice vote at a meeting (preferred) or by electronic ballot. Cancellation is accomplished by issuing a new revision which contains a Cancellation Notice along with a Rationale statement and any supersession information as the first page of the document. The remaining pages contain the last active revision of the document.

As Cancellation action requires Committee and Council level ballot, the Committee is balloted for its approval of the cancellation, in accord with voting/ballot stipulation of paragraph 5.3, above.

Should cancellation fail to get approval in committee vote the document remains in force and the Committee Chairperson will establish a project to resolve the status of the document.