COMMITTEE CHARTER  
E-40 Electrified Propulsion  
Accepted: 27 February 2019

1.0 GENERAL

This charter establishes the objectives and operating procedures for the SAE International (SAE) E-40 Electrified Propulsion Committee.

The E-40 Committee shall operate according to the provisions of this charter and in accordance with the procedures established the Aerospace Council of SAE International as reflected in the Aerospace Council Organization and Operating Guide.

2.0 SCOPE AND OBJECTIVES

The SAE International E-40 Electrified Propulsion Committee is a technical committee in SAE’s Aerospace Propulsion Systems Group with the responsibility to develop and maintain technical reports (Aerospace Standards, Aerospace Recommended Practices, and Information Reports) covering electrified propulsion for aircraft. The committee recommends standardized nomenclature, defines applicable terms and example architectures, and addresses considerations for performance, airworthiness, safety, aircraft integration, components and interfaces within and between propulsion system and other aircraft equipment.

In addition, the E-40 committee provides recommendations to and collaborates with the SAE Electric Aircraft Steering Group and other relevant standards committees to develop necessary standards, recommended practices and information reports in related areas, including but not limited to: Electromagnetic Compatibility (AE-4), Lightning Effects (AE-2), Health Management (HM-1, E-32), Ground Support Equipment (AGE-3), Distributed Propulsion, Maintenance (G-11), Aircraft Operations, Cockpit Indicators (A-4), Electrical Wiring & Interconnect Systems (AE-8), Aerospace Electrical Power & Equipment (AE-7), Electronic Engine Controls (E-36) and Electrical Materials (AE-9), Hybrid EV Steering Committee, ASTM F39/F44.

3.0 ORGANIZATION

3.1 Technical Committee Structure

The Committee consists of technical experts from industry (operators, aero-engine OEMs, aircraft OEMs, pilots, testing laboratories), government (regulatory authorities, research and defense agencies) and consultants/academia.

3.2 Officers

The Committee shall have a Chairperson, Vice Chairperson, and Secretary. Technical Committee Chairpersons are nominated by the committee and forwarded to Aerospace Council for review and approval.
3.2.1 Duties of the Chairperson

The Committee Chairperson serves a two-year term of office, renewable two times (not to exceed a total service of six years). Chairperson responsibilities include:

- Plan and conduct meetings in conjunction with SAE Staff
- Coordinate meeting agendas and forward to SAE for distribution
- Manage and assign projects to balance and expedite the work of E-40
- Review membership annually to maintain an active and balanced committee
- Appoint the Vice Chairperson and Secretary
- Establish subcommittees or working groups, appoint their chairperson, and supervise their operation
- Ensure the committee operates within its defined scope and according to SAE policies and procedures
- Monitor committee ballots
- Elevate issues, concerns, problems or opportunities to Aerospace Council

3.2.2 Duties of the Vice Chairperson

The Vice Chairperson is appointed by the Technical Committee Chairperson to assist him/her in the management duties of the committee. Responsibilities of the Vice Chairperson include:

Duties of the Vice Chairperson include:

- Assist the Chair
- Chair meetings in the absence of the Chair
- Assume the Chair’s responsibilities in the event of prolonged absence or resignation of Chair
- Identify potential candidates for offering or revoking membership based upon participation

3.2.3 Secretary

Appointed by the Technical Committee Chairperson, the Secretary is responsible for recording all meeting minutes and such other functions as may be directed by the Chairperson.

Secretary responsibilities include:

- Prepare minutes of meetings and forward to SAE for distribution
- Assists SAE in maintaining records of disposition on committee matters
- Monitor and record meeting attendance
- Write technical correspondence as agreed by the committee

4.0 MEMBERSHIP

4.1 Committee Participation

Committee membership shall be in accordance with Aerospace Council guidelines. The Committee will strive for an equitable balance of representation of technical experts from airframe and engine OEMs, pilots, testing laboratories, regulatory authorities, operators, and consultants (Producer, User, and General Interest).
The primary classifications of participants include: Voting Member, Liaison, and Mailing List Recipient.

4.1.1 Voting Member

Voting Members are to contribute to the work of the Technical Committee, vote on all ballots in a timely manner, and maintain active participation. Balance among the different interest groups of voting members (user, producer, general interest) shall be maintained.

Individuals who have interest and expertise in the activities of the E-40 Committee may request voting membership. Requests should be submitted to the Committee Chairperson, who determines the voting membership interest group and notifies SAE Staff. Names are forwarded to the Aerospace Council for approval. Membership in SAE is encouraged of all technical committee members.

4.1.2 Liaison

Liaisons 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. Liaisons receive ballots and may provide comments; however, they do not have an approval/disapproval vote.

4.1.3 Mailing List Recipient

Mailing List Recipients receive information on Technical Committee meetings. They do not receive information related to Technical Report ballots.

4.1.4 E-40 Ambassador

E-40 Ambassadors are active E-40 participants (voting member, liaison) that will facilitate coordination with other groups (e.g. SAE committees and other non-SAE industry or government groups) for the purpose of cooperation on tasks and documents.

4.2 Member Responsibilities

In discharging their responsibilities, members function as individuals dedicated to the objectives of the E-40 Committee and not as representatives of any organization with which they may be associated. Governmental employees participate in accordance with government regulations.

Members are expected to actively support the work being accomplished within the committee by supporting telecons, attending meetings, sponsoring projects, participating in discussion forums, and reviewing and responding to ballots.

A member who is absent from three or more consecutive committee meetings may have his/her voting membership revoked by the Chairperson. A member, who fails to vote on three consecutive ballots without justification, may have his/her voting privileges revoked.

5.0 OPERATION

5.1 Project Authorization

Each proposed project document, including document revisions, must be approved by the Committee Chairperson. The Committee Chairperson assigns a sponsor for proposed new documents or revisions to existing documents. The sponsor is responsible for all coordination necessary to prepare the new document or revision for ballot to the committee membership.
5.2 Voting

Aerospace Standards, Recommended Practices, and Information Reports are voted on by the Committee members following the process outlined in the *Aerospace Council Organization and Operating Guide*. Resolution of the comments will be coordinated by the document sponsor. After resolution of the comments, a letter ballot is circulated to all members of the committee for final approval. Only Committee members may vote on ballots. Vote results are tabulated in accordance with Aerospace Council Guidelines.

Voting on ballots shall be monitored by the Committee Chairperson and Document Sponsor and the results reported to the Committee when a specification is approved by the Committee membership.

5.3 Meetings

The Committee holds periodic (typically twice a year) face-to-face meetings. Virtual meetings of the Committee will be scheduled when the need exists to conduct committee or individual specification business in between face-to-face meetings.

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

All Committee meetings shall be conducted in accordance with established SAE procedures and practices.

Meeting minutes shall be recorded by the Secretary and posted on the committee website.

5.4 Attendance

Attendance at the meetings is open to anyone with an interest in electrified propulsion systems. Attendance shall be monitored and recorded by the Secretary.

6.0 REVISIONS TO CHARTER

Amendment of this charter is accomplished by a member submitting a written proposal to the committee. The proposal will be forwarded to the Chairperson at least 30 days prior to the meeting where it will be reviewed. Proposed amendments require a two thirds approval of the members present. A quorum of greater than 50% of the eligible voting membership must be present. Any comments submitted to the Chairperson by the committee members prior to the meeting must be discussed by the committee prior to a vote on the amendment.