

SAE Construction, Agricultural & Off-Road Machinery (ConAg) Council

OPERATING PROCEDURES

(Approved 6/16/09)

1 Authority

The Construction, Agricultural, and Off-Road Machinery Council operates under the authority of the SAE Technical Standards Board. ConAg Council has the authority to organize its membership and conduct business, as it deems appropriate, consistent with the rules and regulations of the Technical Standards Board.

2 Purpose

- 2.1 The purpose of ConAg Council is to provide for, promote, direct, and supervise the development of consensus standards and technical reports for work machines as categorized in SAE J1116.
- 2.2 ConAg Council and its committees contribute to the development of ISO standards for worldwide harmonization; align SAE Technical Reports with ISO Standards for harmonization and national adoption; and provide technical leadership, progress and knowledge to the development of world-class standards for off-road machinery.
- 2.3 ConAg Council conducts investigations within defined areas of SAE interest that enhance technological progress and increase knowledge in the arts and sciences of automotive engineering as applied to off-road work machines.

3 Scope

- 3.1 ConAg Council establishes policies, provides final approval of Technical Reports developed by ConAg Council technical committees, reports to the Technical Standards Board, approves committee chairpersons and membership, and takes other actions toward the effective development of SAE Technical Reports (Standards, Recommended Practices or Informational Reports) for off-road work machines.
- 3.2 Technical committees of ConAg Council have the following responsibilities:
 - prepare SAE Technical Reports (i.e. Standards, Recommendation Practices or Information Reports) on topics covered by their scopes.
 - provide technical experts to USA Technical Advisory Groups (TAG) of associated ISO committees (TC23, TC23/SC15, TC 82, TC96, TC127 and TC195);
 - draft proposals for new or revised ISO standards;
 - work within the appropriate TAG to develop USA positions on proposed ISO standards;
 - adopt specific published standards by industry sectors (i.e. Earthmoving, Forestry, Roadbuilding, Cranes, etc.);

4 Organization

ConAg Council consists of members from equipment manufacturers, suppliers, users, academia and government; consultant members; liaison members; and such additional technical advisory groups (TAGs), technical committees, standing committees, and ad hoc committees as deemed necessary to fulfill its purpose. The basic organization of ConAg Council and its technical committees shall be as shown in the ConAg Council organization chart (see Annex A).

5 Membership

5.1 General.

Members of ConAg Council are selected based on 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 in machine applications as categorized in SAE J1116. They are empowered to vote on all questions under consideration according to their designated industry sector. They serve on an individual basis rather than as a representative of an agency, company, or organization. An individual becomes a voting member of ConAg Council by serving in one of the following capacities:

- Chairperson of ConAg Council
- Vice-Chairperson of ConAg Council
- Past Chairperson of ConAg Council
- Chairperson of a Technical Committee
- Appointed Member-at-Large
- ISO USA TAG chairperson (such as TC 127, TC 195, TC 96, TC 82, TC 23, TC 23/SC 15)

ConAg Council shall have a minimum of seven and a maximum of twenty-five voting members, except that chairpersons of technical committees are not included in determining whether the Council conforms to the maximum number of voting members. All members of the Council are voting members except liaison or mailing-list members.

5.3 Terms of Office.

ConAg Council members-at-large shall serve three-year terms. A member-at-large cannot serve more than two consecutive terms unless approved by majority vote of the ConAg Council members. If a member is unable to complete a term on the Council, the ConAg Council chairperson may appoint a replacement to complete the unexpired term subject to confirmation by ConAg Council at its next regularly scheduled meeting.

5.4 Nominations.

Before the fall meeting, the ConAg Council chairperson will appoint a nominating committee consisting of at least two ConAg Council voting members (and chaired by the ConAg Council vice-chairperson). This committee will prepare a list of candidates for Council membership to replace outgoing members and vice-chairperson when required. The vice-chairperson will become chairperson when the chairperson's term expires. These nominees will be presented to the ConAg Council for approval at the fall meeting and then submitted to the Technical Standards Board.

5.5 Membership Review.

Members are expected to participate in the work of the Council. This includes attendance at meetings and voting on letter ballots of draft technical reports. Chairpersons of ConAg 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 the SAE staff representative. Members not responding to three consecutive letter ballots, or being absent without notice from two consecutive meetings, should be contacted by the chairperson to determine if their membership will be continued.

6 ConAg Council Chairperson

6.1 Qualifications.

The chairperson shall have a minimum of four years experience in standards development committee work and understand SAE Technical Standards Board rules, regulations, and procedures.

6.2 Duties.

Duties of the chairperson shall include:

- Preside over ConAg Council.
- 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 members and work assignments.
- Assign projects to expedite ConAg Council's work.
- Act for ConAg Council between meetings subject to member confirmation at the next meeting.
- Supervise voting on and timely updating of all New Work Items; of new, revised, or cancelled Technical Reports, and the national adoption of ISO standards.
- Represent ConAg Council 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 normally serves a three-year term of office beginning 1 January. If the vice-chairperson succeeds to the ConAg Council chair before the normal date, the outgoing chairperson's remaining unexpired term shall not be considered as part of the new chairperson's term. The immediate past chairperson is automatically nominated for Council membership for a normal three-year term to begin at the end of his term as chairperson.

6.4 Technical Standards Board.

The Council will report their elected chair to the Technical Standards Board (TSB). The ConAg Council chairperson shall be a member of the TSB and report the activities of the ConAg Council twice per year.

7 ConAg Council Vice-Chairperson

7.1 Qualifications.

The vice-chairperson shall have a minimum of four years experience in committee work and understand SAE Technical Standards Board rules, regulations, and procedures.

7.2 Duties.

The vice-chairperson presides over ConAg Council meetings in the absence of the chairperson, chairs the nominating committee for new members, chairs the awards committee, and assumes other duties as directed by the chairperson. The vice-chairperson will serve as the document sponsor for the SAE ConAg Report to record industry sector adoption of applicable standards recognized by the sector. The Report will also list superseding or cancelled standards as a historical record.

7.3 Term of Office.

The vice-chairperson serves a three-year term of office coincident with the term of the chairperson. If the vice-chair position becomes vacant, the chairperson shall appoint a new vice-chairperson to serve the remaining unexpired term, subject to confirmation by ConAg Council at its next regularly scheduled meeting.

8 ConAg Council Past Chairperson

8.1 Duties.

The past chairperson presides over ConAg Council meetings in the absence of the chairperson and vice-chairperson, serves as a voting member of ConAg Council, and assumes other duties as directed by the chairperson.

8.2 Term of Office.

See clause 7.3.

9 ConAg Council Technical Committees

9.1 Function.

SAE Technical committees shall be established by ConAg Council action to develop, revise, cancel, perform periodic reviews and establish the US industry sector position on applicable SAE and ISO documents. The committees shall serve as technical liaisons to the applicable ISO Technical Advisory Groups (TAGs). Technical Reports shall be reviewed at least every five years. The technical committees will provide the first level technical review and ballot approval required to proceed to the second level procedural and administrative ballot at the ConAg Council level.

9.2 Membership.

Each technical committee is composed of a chairperson plus additional voting members who are technically qualified to contribute to the work of the committee. The chair and representatives of committees shall be voting members. As a goal, chairpersons should attempt to attain within their committees a level of technical knowledge that will serve the interests of part suppliers, machine manufacturers, and customers. Technical committees may also have non-voting liaison members and may include additional non-voting persons on its mailing list.

9.3 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 ConAg Council. It is recommended that a vice-chairperson be elected to assist the committee chairperson.

9.4 Subject Matter Experts/Project Leaders.

Committees shall appoint qualified Subject Matter Experts and/or Project Leaders to incorporate industry technology into applicable standards, recommended practices, technical or informational reports. For ISO document work, the committees shall collaborate with the relevant ISO TAG or ISO Project Leaders. These Subject Matter Experts are referred to as Voting Members on the committees.

9.5 New Committees.

New committees may be formed as necessary to carry out specific technical segments of the ConAg Council scope. The chairperson of a new committee shall be appointed to a three-year term by the ConAg Council chairperson. The appointed chairperson selects and appoints qualified individuals to serve as initial members of the new committee.

9.6 Committees.

Committees, working groups, or other organizational subgroups may be formed as deemed necessary to accomplish the mission of the organizing body, and shall report to the body that formed them. 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 the technical committee. As a goal, chairpersons should attempt to attain within their committees a level of technical knowledge that will serve the interests of part suppliers, machine manufacturers, and customers as well as a roster that includes a mixture of younger and more experienced members.

10 SAE Staff

SAE staff shall be assigned to ConAg Council and its committees to:

- Assure that appropriate operating procedures are followed.
- Provide reports on SAE Activities.
- Maintain and distribute minutes of meetings.
- Report results of ballots to the document sponsor and the relevant committee chairpersons.
- Tabulate and report at each ConAg Council meeting the status of New Work Items; new, revised, or cancelled Technical Reports, and the ConAg Council Adoption by industry sector or ANSI-National adoption of applicable standards.
- Maintain the committee roster
- Maintain relevant copyright policy issues related to standard development organization activity.
- Web site maintenance (member access, document posting provisions, balloting provisions, etc.)

11 Meetings

11.1 Frequency.

ConAg Council 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.

11.2 Agendas.

The ConAg Council 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 ConAg Council and its committees, including necessary action items.

11.3 Meeting Minutes.

Minutes will be prepared for all ConAg Council and technical committee meetings and distributed as required by SAE Staff.

11.4 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 11.5.

11.5 Actions.

ConAg Council 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 ConAg Council members responding to a letter ballot, so long as at least 51% of the members return a ballot marked approve or disapprove. The provisions of this clause do not apply to approval of SAE Technical Reports, ConAg Council Industry Adoption or ANSI-National adoption for which clause 13 applies.

12 Technical Reports and Standards

12.1 Preparation of Technical Reports.

ConAg Council technical committees shall prepare SAE Technical Reports and periodically review existing SAE Technical reports on topics covered by their scopes.

12.2 New Work Items (NWI).

The New Work Item review and approval process is intended to develop a broad base of input and participation from SAE and ISO TAG representatives at the earliest stages of standards development. Before a new technical report or a major update to an existing technical report is balloted to a ConAg technical committee, a NWI shall be approved at a scheduled meeting of the ConAg Council (see Annex B, Clause IV). The ConAg Council may initiate New Work Items and is responsible for assigning a NWI to an appropriate technical committee for development.

12.3 SAE ASABE Standards.

Any SAE standards that have Agricultural Tractors or Ag Equipment included in scope as well as using reference to SAE J1116 in the scope (which include Ag Tractors) shall follow the SAE ASABE procedures for standards development.



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Process SAE-ASABE 3

12.4 ANSI National Adoption of Standards.

ConAg Council and its technical committees may submit standards for ANSI National adoption (see Annex B and ANSI procedures). An ANSI National Adoption committee(s) consisting of the relevant industry sponsor for the document, ConAg Council Chair and vice-chair and the applicable industry ISO US TAG chair will determine which ISO or SAE documents to submit to ANSI for National Adoption. ConAg technical committees are expected to provide recommendations to the ANSI National Adoption committee(s).

12.5 ConAg Council Industry Adoption of Applicable Standards.

ConAg Council and Council technical committees are responsible for the adoption of applicable standards for the relevant industry sectors under ConAg Council. A ConAg Council Industry Adoption committee(s) consisting of the relevant industry sponsor for the document, ConAg Council Chair and vice-chair, the applicable industry ISO US TAG chair and SAE Staff will determine which documents are potentially applicable for ConAg Council Adoption by industry sector. ConAg technical committees are expected to provide recommendations to the ConAg Council Industry Adoption committee(s). When balloting adoption of applicable standards for an industry sector, the ballot will contain provisions to vote adoption by industry sector stakeholders, per their designated industry sector. Once approved, the SAE ConAg Report for industry sector adoption is revised to indicate the new status including any superseding or canceling of other standards.

Note: The official SAE ConAg Report will be available on the ConAg Forum and SAE website in read only format and will be updated as needed (approximately semiannually). Another status log spreadsheet similar to the SAE ConAg Report will list all the relevant standards that are identified as potential candidates for ANSI National adoption or ConAg Council Adoption by industry sector. This status log spreadsheet is intended as a reference tool and will not be an official SAE publication. The status log spreadsheet will also be available on the ConAg Forum and SAE website for Council member awareness. Below are examples of the SAE ConAg Report and the status log spreadsheet along with process flowcharts for ConAg Council Industry or ANSI National Adoption processes.



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12.6 Balloting of SAE Technical Reports.

Prior to publication, SAE Technical Reports shall be approved by both the relevant technical committee and by ConAg Council. Following receipt of a draft technical report from a document sponsor or committee chairman, SAE staff shall distribute draft report to the designated committees affected by the report. The draft report should include a rationale statement. SAE staff shall tally results of letter ballots and report results to the document sponsor and the committee chairperson. A summary of the votes of the technical committee shall accompany the ballot to ConAg Council. Results of ConAg Council ballots should also be reported to the Council chairperson.

12.7 Approval Criteria.

The following criteria shall be met for approval of any document undergoing balloting within ConAg at each stage of the process:

- $\geq 50\%$ response from voting members (response means a ballot marked approve, disapprove or waive); and
- $\geq 66\%$ approval from voting members who vote approve or disapprove.

12.8 Resolution of Ballot Comments.

The document sponsor shall attempt to obtain unanimous approval by resolving all comments. Unresolved disapproval comments shall be documented and forwarded to the next voting level.

12.9 Use of Technical Reports.

The use of all SAE Technical Reports, ISO Standards or other Industry Standards is voluntary.

12.10 Publication Date.

The publication date of an SAE Technical Report shall be the date the report is published by SAE after approval by ConAg Council.

12.11 Reaffirmation of Technical Reports.

ConAg Council directs its Technical Committees to reaffirm those Technical Reports which are due for five-year review if there are no technical errors in the document and the document is providing service to the industry. Technical Reports may be reaffirmed either by electronic ballot or by official vote at a Technical Committee meeting, provided the approval criteria in clause 12.6 are satisfied.

12.12 Submittal to ANSI-National Adoption.

SAE staff shall submit SAE Technical Reports or ISO standards to ANSI when they are approved by ConAg Council for ANSI National Adoption. Applicable SAE or ISO standards balloted for ANSI-National adoption shall be submitted to ANSI by SAE staff according to the relevant ANSI process and procedures for national adoption. Attached are the ANSI National Adoption procedures.

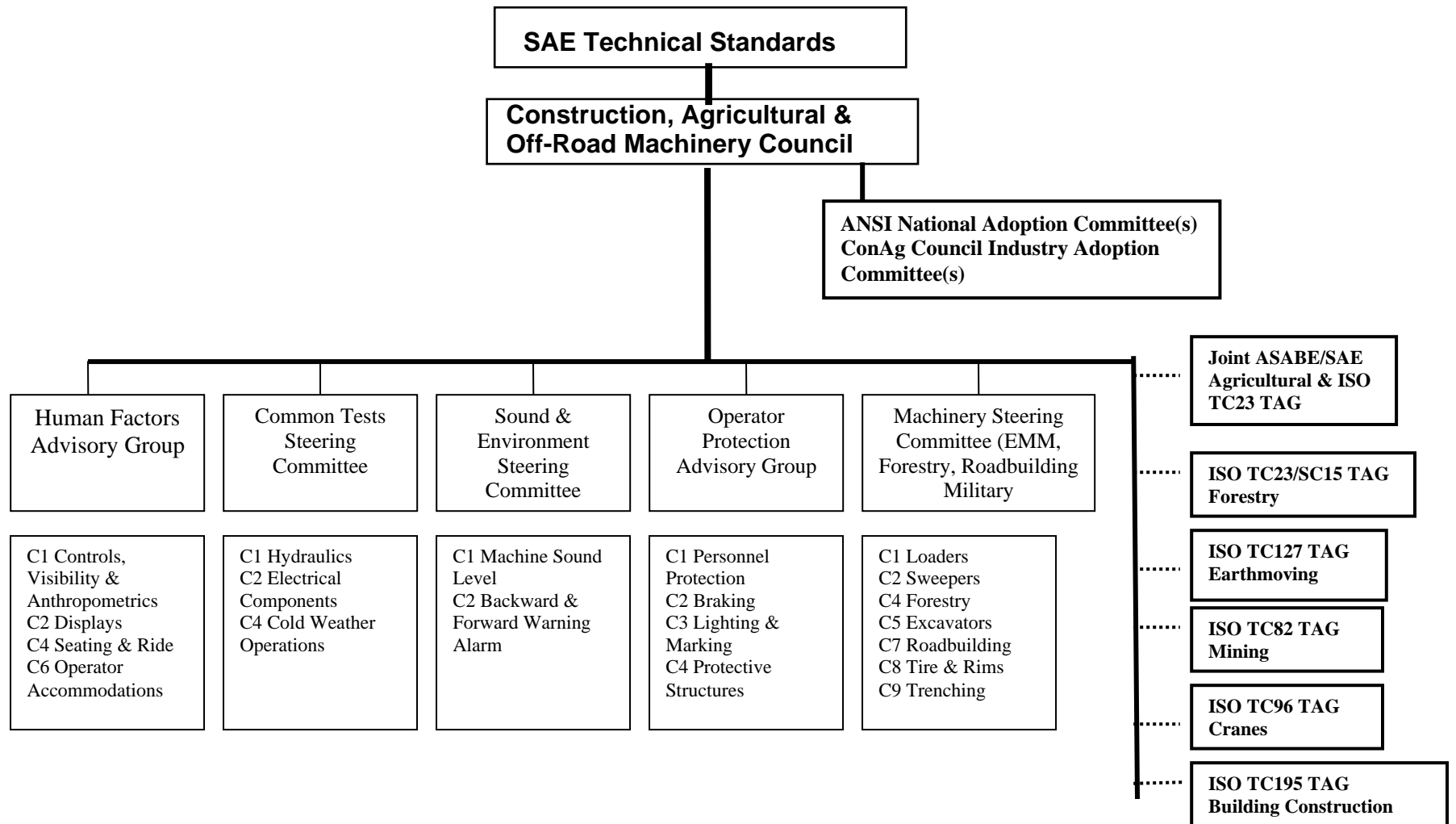


ANSI Adoption
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13 Revision of Operating Procedures.

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 66% approval of the voting members of ConAg Council who respond to a letter ballot with a vote of either approve or disapprove, provided at least 50% of the voting members respond to the ballot.

**Annex A
ConAg Council Organization Chart**



Annex B

Guidelines for ConAg Council Industry Adoption or ANSI-National Adoption of Standards

I. ConAg Council Industry Adoption or ANSI-National Adoption of Standards

- **Eligible Standards:** SAE or ISO standards within the scope of SAE ConAg Council, e.g. ISO TC 23, 82, 96, 127, 195, are eligible for ConAg Council Industry Adoption or ANSI-National Adoption.
- **Criteria:** The standard is to be approved by a recognized Standard Development Organization (SDO) as applicable and have had support from the relevant industry sector ANSI-National Adoption or ConAg Council Industry Adoption Committee(s).
- **Guidelines:**
 - Upon publication of the standard, any member of ConAg may submit the document to the relevant industry sector ANSI-National Adoption or ConAg Council Industry Adoption Committee(s) for consideration.
 - The relevant industry sector ANSI-National Adoption or ConAg Council Industry Adoption Committee recommends the documents to be balloted for adoption as applicable. The ANSI-National Adoption or ConAg Council Industry Adoption Committee also recommends the cancellation, superseding or revision of SAE documents for the applicable industry sector as part of the balloting process.
 - Documents being submitted for ANSI-National Adoption are required to follow ANSI-National Adoption procedures with the procedures being verified by SAE staff.
 - New or revised documents can be simultaneously balloted for ANSI-National Adoption or ConAg Council Industry Adoption during the technical and procedural balloting process.
- **Process:** See Section 13.0

II. Committee Review of SAE and ISO Documents

Published Documents

- Council Technical committees should review existing ISO standards to determine if there is a corresponding SAE document published which results in duplication and if the ISO standard is a candidate for ConAg Council Industry Adoption or ANSI-National Adoption.
- If an ISO standard exists, but it is not technically acceptable to the SAE Jxxxx, the SAE committee should submit revisions to the appropriate US TAGs that would make the ISO standard technically acceptable to the SAE Jxxxx — reference section IV.
- If there is no ISO standard, the SAE committee should propose an appropriate SAE Jxxxx to the appropriate USA TAGs for potential adoption as an ISO standard — reference section IV. The SAE committee shall follow the SAE copyright protection procedures.

Draft Documents

- SAE committees should review new and current ISO work items to determine if there is a corresponding SAE document either published or under development. If both ISO and SAE are working on similar documents, SAE should work only on the ISO document.
- If there is no corresponding SAE document, the SAE committee should provide expertise for the ISO standard development.

III. **New Work Item (NWI) Requests and Approvals**

Purpose: The NWI review and approval process is intended to develop a broad base of technical input and participation from SAE and ISO USA TAG representatives at the earliest stage of standards development.

New work should be initiated if three of the following criteria are met. (Reference Technical Standards Board Policy on Initiation of Projects. Proposals for projects will be selected based on criteria so that volunteer and staff resources can be properly assigned to the project.) The criteria include the following: Will this technical report help to:

- Create common language
- Enhance safety
- Facilitate trade through reduced regulations
- Harmonized global markets
- Improve the environment
- Increase productivity of processes
- Permit common interfaces
- Promote uniform testing or performance
- Reduce costs

- New or major updates of SAE or ISO documents should not be developed by an SAE Committee until a New Work Item (NWI) Request has been approved by the appropriate SAE TCs or ISO TAGs and the SAE ConAg Council or Executive Committee.
- The ConAg Council or Executive Committee may initiate NWI and is responsible for assigning NWI to an appropriate SAE Technical Committee for development.
- The ConAg Chairperson is responsible for informing the ConAg Council of NWI Requests and their status.

SAE NWI (Form attached):



SAENWIform.dot

1. Obtain and fill out the New Work Item Request form. The Scope, Purpose and Justification sections must be detailed enough for the ConAg Council to evaluate the request. Related published or draft standards (e.g. ISO, ASTM, etc.) or relevant regulations should be identified. During the approval process, additional standards, or regulations if any, should be identified.
2.
 - a. If the NWI originated within the SAE TC, submit completed NWI form to the Chairperson of the SAE Technical Committee. If the TC approves the NWI, the Chairperson will forward it to the ConAg Chairperson for approval by the Council.
 - b. Other NWI originators shall submit the NWI form directly to the ConAg Chairperson for approval by the Council.
3. Following approval by the ConAg Council, the Council Chair shall assign the new work to the appropriate Technical Committee for development. SAE staff will formally notify the requester of the action taken by the Council.

ISO NWI (Form attached):



ISONWIform.dot

1. Obtain and fill out the New Work Item Request form. The Scope, Purpose and Justification sections must be detailed enough for the Council to evaluate the request. Related published or draft standards (e.g. ISO, ASTM, etc.) or relevant regulations should be identified. During the approval process, additional standards, or regulations if any, should be identified.
2.
 - a. If the NWI originated within the SAE TC, submit completed NWI form to the chairperson of the SAE Technical Committee. If the TC approves the NWI, the Chairperson will forward it to the ConAg Chairperson for approval by the applicable ISO TAG and then by the ConAg Council.
 - b. Other NWI originators shall submit the NWI form directly to the ConAg Chairperson for approval by the applicable ISO TAG and then by Council.
3. If the NWI is an SAE document that is being requested to be submitted to ISO, a request form for approval by SAE Intellectual Property Manager must also be submitted.



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request for submittin

4. Following approval by the ConAg Council the Council Chair shall assign the document development to the appropriate SAE Technical Committee in coordination with the appropriate ISO TAG (Technical Advisory Group) Technical Committee Chairperson. SAE staff will formally notify the requester of the action taken by the Council.

IV. Review of Ballots and Comments

- SAE Staff will send comments from SAE ballots to the appropriate SAE TC Chairperson, to the ISO US TAG SC Chairpersons and to the Subject Matter Expert (SME).
- The appropriate ISO US TAG SC Chairperson and the SME will develop the final text and rationale of any requests for ISO standards amendments or new work item (NWI) requests.
- The US TAG TC will submit requests for amendments and NWIs to the appropriate ISO secretariats with a copy to the SME and the TAG.
- The TAG SC chairperson will consult with the SAE subject matter expert to determine appropriate US TAG positions concerning all action pertaining to the assigned subject.