

# **TRUCK AND BUS COUNCIL**

# **OPERATING PROCEDURES**

REVISED  
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# TRUCK AND BUS OPERATING PROCEDURES

## PREPARATION OF TECHNICAL REPORTS-TECHNICAL COMMITTEE

Updated December 2018

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### 1. PURPOSE

These Operating Procedures have been prepared to identify the composition and the role of the Council and to provide operational guidance to SAE Truck and Bus Council, Steering Committees, Committees, and Task Force Chairpersons and their members, while accomplishing the objective outlined in their committee's scopes. All activities undertaken will be within the framework of the SAE Technical Standards Board Governance Policy. The ultimate purpose of these operating procedures is to improve and accelerate the development of technical reports. Technical Reports: are defined as SAE Standards, Recommended Practices, Information Reports, Draft Technical Reports, research reports, and those special publications which require involved Technical Committee interaction.

### 2. COMMITTEE SCOPE

The Scope of each Technical Committee operating under the Truck and Bus Council shall be developed and approved by the Council or the Steering Committee prior to the formation of the Committee.

The defined scope of Committee activity shall be consistent with the activity of the Council, and shall include such words as "develop, review, revise, or cancel Technical Reports within". The scope may include where appropriate, provisions for specific liaison relationships and statements as to international interests or relationships.

### 3. AUTHORITY FOR OPERATION IS GIVEN BY THE COUNCIL

The Technical Committee will operate in accordance with the SAE Technical Standards Boards Governance Policy. The following published documents have also been found useful.

SAE J1115 – Guidelines for Developing and Revising SAE Nomenclature and Definitions  
TSB 003 – Rules for SAE Use of SI (Metric Units)

The above reference documents are intended to supplement the SAE Technical Standards Board Governance Policy, but in no instance shall they take precedence.

## **4. MEMBERSHIP**

### **4.1 COMPOSITION**

#### **4.1.1 Council Membership**

Membership on the Council is limited to twenty-five persons. It is suggested that membership be representative of the customers they serve. The make-up of the Council should include an equal balance from Producer, User and General Interest classifications. Categories are defined in the TSB Governance Policy.

#### **4.1.2 COMMITTEE MEMBERSHIP**

At a minimum a Committee is composed of Members, a Committee Chairperson and an SAE Staff Representative. It is recommended that a Committee choose a Vice Chairperson and a Secretary.

#### **4.1.3 Steering Committee Membership**

At a minimum a Steering Committee is composed of a Chairperson, the Committee Chairpersons and an SAE Staff Representative. The Steering Committee can also add additional members outside of the Committee Chairpersons as needed. It is recommended that a Steering Committee choose a Vice Chairperson and a Secretary.

4.1.4 A Task Force is composed of experts from the industry. This task force should include members from the committee and may include members outside of the committee membership.

### **4.2 TERM OF OFFICE**

4.2.1 Council members are elected for a three-year term commencing with the mid-year (May-July) meeting. The goal is to elect 1/3 each year. Council Members can be re-elected for additional term(s).

4.2.2 The Council elects the Council Chairperson for a two-year term beginning at the (May-June) mid-year meeting. The Council Chairperson nominee must be approved by the TSB. The Chairperson term of office can be renewed according to the rules of the TSB Governance policy.

4.2.3 The council appoints Steering Committee (Oversight Committee) chairpersons for a two-year term of office. The Steering Committee Chairperson term of office can be renewed according to the rules of the TSB Governance policy.

4.2.4 The term of office for Committee chairpersons is for a two-year term. Chairpersons are nominated by the Committee and then forwarded to the Council for review and approval. The Committee Chairperson term of office can be reappointed according to the rules of the TSB Governance Policy.

### **4.3 COMMITTEE MEMBERSHIP**

Membership requests should be submitted to the Committee Chairpersons who will then determine the voting membership interest group and notifies SAE Staff. Names are then forwarded to the Council for approval. Nominations are based on the individual's competency and authority in the field(s) outlined by the committee scope/charter and the ability of an individual to contribute to the committee's activity. The Council Chairperson shall notify the SAE Staff Representative of status of request. His (her) name shall be added to the committee's roster within four weeks after receiving the notice from the Council's Chairperson.

#### **4.3.1 Members duties include but are not necessarily limited to the following activities:**

- a) Attend committee meetings.
- b) Respond to electronic ballots.
- c) Respond to surveys.
- d) Promptly respond to verbal (telephone calls) and written communications.
- e) Accept assignments.
- f) Accept appointments to serve as: a Document Sponsor, Chairperson and member of committees, chairperson and member of the Ad Hoc Groups, liaison to other activities.
- g) Recruit new members.
- h) Report on the existing or anticipated needs of industry, consumers or Government for new technical reports.
- i) Ensure that all performance specifications are fully technically justified.

#### **4.3.2 As a guideline, all members of the Council should participate at a minimum of seventy-five (75%) percent within a calendar year. The 75% participation criteria apply to both meeting attendance and balloting. If a member fails to satisfy the 75% participation criteria, attend two consecutive meetings without contacting the Chairperson and/or sending a representative, their name maybe removed from the membership roster. The members shall be notified by the Chairperson of this action.**

#### **4.3.3 If a member receiving an electronic ballot waives his (her) vote, he (she) in effect disqualifies himself (herself) to vote on this particular electronic ballot. If a member waives consistently, his (her) name shall be submitted to the Chairperson for possible removal from the membership roster and transfer to the mailing list. He (she) shall be notified by the Chairperson of this action.**

### **4.4 DOCUMENT SPONSOR**

A Sponsor is appointed by the Chairperson of a Steering Committee or Committee prior to preparing or revising a technical report. The Sponsor serves as the focal point for all activities associated with document development.

4.4.1 The duties of a Document Sponsor are to:

- a) Complete New Project Request Form to obtain document number.
- b) Sign the copyright agreement acknowledging that the report is a work made for hire pursuant to copyright act, or if not so defined, transferring the copyright in the report to SAE. SAE to furnish latest guidelines.
- c) Prepare all drafts of the report to accommodate the view of the committee members to achieve a consensus.
- d) Submits all drafts electronically on Standards Works for ballot.
- e) Review ballot summary.
- f) Address all disapproval votes received from ballots.
- g) Make all changes to the draft necessary to achieve consensus.
- h) Make changes to the Draft to accommodate the view of the committee members to achieve a consensus.

#### **4.5 STEERING (Oversight) COMMITTEE CHAIRPERSON**

The Steering Committee's Chairperson is appointed by the Truck and Bus Council.

4.5.1 The duties of the Steering Committee's Chairperson are to:

- a) The primary role of the Steering Committee Chairperson is coordination.
- b) Plan and establish agendas and conduct steering committee meetings.
- c) Establish Committees and supervise their operation.
- d) Establish needs for new technical reports.
- e) Prepare semi-annual reports to the Council, reporting progress including metrics, elevate issues needing Council direction or action, research needs necessary to support development of technical reports and goals.
- f) Keep the Committee's advised on Council action, policy and procedures which affect the committee's activities.

#### **4.6 COMMITTEE CHAIRPERSON**

The Committee Chairpersons are nominated by the Committee and their nominations are forwarded to the Council for review and approval.

4.6.1 The duties of the Committee Chairperson are to:

- a) Plan and establish agenda and conduct Committee meetings.
- b) Establish Task Force, appoint their Chairpersons, supervise their operation and confirm established program target dates.
- c) Supervise the review and development of the technical reports under jurisdiction of the Committee to meet target completion dates,
- d) Select new Committee members and forward to the Council for approval.
- e) Discharge inactive members and notify of their change in status.
- e) Prepare Committee's reports for Steering Committee. Reports are to include status of Committee programs, target date and achievements, metrics, plans for support required to meet goals.
- f) Be present or represented at the Steering committee meetings.

#### **4.7 TASK FORCE CHAIRPERSON**

The Task Force Chairperson is appointed by the Committee Chairperson to perform a certain task mostly related to the review and development of a technical report.

4.7.1 The duties of the Task Force Chairperson are to:

- a) Establish agendas and preside over task group meetings.
- b) Develop and submit to the committee for approval the Task Force scope.
- c) Resolve dissenting views.
- d) Oversee the activities of the Document Sponsor.

#### **4.8 LIAISON MEMBER**

Liaison members are appointed by Committee Chairpersons to maintain the liaison between the Committee and some other SAE Technical Committee and/or outside organizations involved in activities related to those of the Committee.

4.8.1 The duties of the liaison member are to:

- a) Coordinate with parallel activities occurring in the government, other associations, and related SAE Technical Committees.
- b) Attend meetings of both committees and report to the Committee items of interest.
- c) Initiate a cooperative effort between both committees in development of new technical report within an area of expertise of both committees.

#### **4.9 SAE STAFF REPRESENTATIVE**

An SAE Staff Representative is appointed by SAE to the committee to supervise its activities and ensure that they are conducted according to SAE policy and procedures.

4.9.1 The duties of the SAE Staff Representative are to:

- a) Advise and assist committee on policy and procedures, organization and operation.
- b) Attend committee meetings.
- c) Distribute agendas and minutes to committee's members.
- d) Issue meeting announcements.
- e) Issue electronic ballots and tally votes.
- f) Maintain committee roster.
- g) Examine the technical reports to ensure that all SAE policies and procedures have been followed.
- h) Assure that activities are marketed (Web, Newsletter, etc.)

## **5. MEETINGS**

### **5.1 MEETING SCHEDULE**

A Steering Committee and Committee shall hold at least two regular meetings each year and may hold additional special meetings at the call of the chairperson.

### **5.2 MEETING ANNOUNCEMENTS AND AGENDAS**

Meeting announcements shall be sent to Committee members at least four weeks prior to the meeting.

If meetings are separated by at least 28 days;

- The Chairperson shall provide the agenda to SAE staff at least 21 days prior to a meeting and

If meetings are separated by less than 28 days;

- The Chairperson shall provide the agenda to SAE staff at least 10 days prior to a meeting.

The current SAE Agenda template shall be used for the agenda.

### **5.3 ATTENDANCE**

All Committee members shall attend or be officially represented at the meeting.

### **5.4 QUORUM**

One half of Committee members listed in the roster shall constitute a quorum.

### **5.5 VOICE VOTING AT A MEETING**

Only Committee members are permitted to vote on Committee matters. Committee action shall be by majority of votes (51%) of Committee members present.

### **5.6 MINUTES**

Minutes should include the minimum information outlined by SAE International in the TSB Governance Policy.

If the meetings are separated by at least 28 days;

- The Chairperson shall provide the minutes to SAE staff at least 14 days following the meeting and

If the meetings are separated by less than 28 days;

- The Chairperson shall provide the minutes to SAE staff at least 7 days following the meeting.

## **6. TECHNICAL REPORTS**

### **6.1 REVIEW OF EXISTING REPORTS**

Each technical report is subject to a five-year review to determine currency. The committee should commence review of the document early enough to complete action within the five-year period. Review shall be initiated by the SAE Staff Representative. This review should be performed according to guidelines shown in paragraphs 6.1.1 through 6.2.5 below.

- 6.1.1 The committee shall determine whether the technical report shall be reaffirmed, revised, stabilized or cancelled. Committee's Chairperson may assign this task to a Subcommittee or Task Force, which may be created for this task.
- 6.1.2 If the Committee or Subcommittee/Task Force recommends that the report should be reaffirmed, this recommendation shall be approved by formal electronic ballot or voice vote of Steering Committee or Committee members, whichever committee owns the technical report. No approval by the Council is required. The Council shall only be informed about the action taken.
- 6.1.3 If the Committee or Subcommittee/Task Force recommends that the report should be revised, the Committee Chairperson shall appoint the Document Sponsor. The Document Sponsor shall be responsible for preparing all drafts, which should include all changes recommended by Committee or Subcommittee/Task Force members. The revised report shall be approved by voting of Committee and Council members. The Steering Committee members will be given the option to comment on ballots.
- 6.1.4 If the Committee or Subcommittee/Task Force recommends that the report should be cancelled this recommendation shall be approved by formal electronic ballot of the committee members and Council members. A rationale statement as to why this action is being taken must accompany the ballot. The Steering Committee members will be given the option to comment on ballots.
- 6.1.5 If the Committee or Subcommittee/Task Force recommends that the report be Stabilized, this recommendation shall be approved by formal electronic ballot of the Committee members or Steering Committee members whichever committee owns the technical report. A rationale statement as to why this action is being taken must accompany the ballot. If committee is voting, the Steering Committee will be given the option to comment on the ballot. No approval by the Council is required. The Council shall only be informed about the action taken.

### **6.2 INITIATION AND DEVELOPMENT OF NEW TECHNICAL REPORTS**

- 6.2.1 To initiate the development of a new technical report, the need for such a report shall be established by the Committee. If an appropriate committee does not exist an assignment can be made to a specially appointed group by the Truck and Bus Council. The Scope of a newly proposed technical report shall be approved by the Steering Committee that oversees that committee.



6.2.2 Committees are to:

- a) Monitor pertinent ISO Standards and work in progress
- b) Adopt and accept ISO Standards where appropriate
- c) Reference in the SAE Technical Report, ISO Standards with explanations of differences when they cannot be the same
- d) Consider other existing recognized national and international standards

6.2.3 To establish a need for a new technical report the Committee may conduct a survey. The needs revealed from the survey should be discussed at committee meetings. An approval by the majority of committee members attending the meeting is required.

6.2.4 The Steering Committee Chairperson shall review all the needs identified and assigned as committee's programs and establish priorities and assign target dates for completion of the report. The Chairperson shall assign the program to develop new technical reports, based on the needs, receiving the high priority, to an appropriate Committee.

6.2.5 The Committee Chairperson shall appoint a Document Sponsor and create a Task Force, if necessary and confirm that the target date established is achievable.

6.2.6 The Document Sponsor shall develop the scope of the report and write the rationale explaining the need for such a report. The Document Sponsor shall be responsible for preparing all drafts. If the report specifies performance levels, a rationale for selecting a particular performance level shall be developed. This rationale shall be included in the technical report.

### **6.3 ELECTRONIC BALLOT (Formal Vote)**

6.3.1 Committee voting on a technical report shall be conducted by electronic ballot. The final draft shall be submitted on Standards Works by the Document Sponsor. The final draft shall be approved by voting of the Committee members, with the Steering Committee members being given the option to comment. If there are unresolved negative (disapproval) votes at the committee level ballot a summary of all unresolved negative votes should accompany the Council ballot. The final report shall be approved by the Council.

6.3.2 The SAE Staff Representative shall start the electronic ballot to the Committee members within two weeks after receiving the request.

\*\* At the Committee level a technical report may be approved by either an electronic ballot or by a voice vote of Committee members present at the meeting, without issuing a formal electronic ballot (Voice vote applies to Reaffirm ballots only). Quorum must be present.

\*\*\* Effort should be taken by Committees to resolve negative ballots with the commenter. Where this is not achieved, a statement is to be included with the ballot to the Council which outlines action taken to resolve and the rationale used to reject this comment.

6.3.3 The returned committee ballot shall be tallied by the SAE Staff Representative. Where full agreement cannot be achieved, technical reports shall have the approval of at least sixty-six percent (66%) of the non-waiving respondents.

6.3.4 The SAE Staff Representative shall report the results of voting and comments received to the Chairperson of the Committee and the Document Sponsor. The Chairperson after conferring with the Document Sponsor shall decide whether or not proposed changes based on ballot responses require a meeting to be called.