

**Operating Manual
for the
Ocean, Offshore and Arctic Engineering Division
of
International Petroleum Technology Institute
American Society of Mechanical Engineers**

**By-Laws
Policy Manual
Operating and Technical Program Guidelines**

June 2006

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BY-LAWS

ARTICLE I – NAME

The name of this organization is the “Ocean, Offshore and Arctic Engineering Division (or OOAE Division) of the International Petroleum Technology Institute (IPTI) of ASME, International”.

ARTICLE II - PURPOSE

SECTION I - SCOPE

Ocean, offshore and arctic engineering are interdisciplinary technical fields. The scope of the Ocean, Offshore and Arctic Engineering Division (OOAE) includes, but is not limited to:

Ocean-Offshore: Marine and Offshore Structures, Hydrodynamic Forces and Motions, Fluid-Solid-Soil Interactions, Vortex Shedding and VIV, Computational Methods, Structural Mechanics, Marine Vehicles, Underwater Work Systems, Marine Instrumentation, Ocean Environment, Marine Resources Development, Ocean Energy Conversion, Probabilistic Offshore Applications, Offshore Safety and Reliability, Offshore Materials Engineering, Fatigue and Fracture, Deepwater Platforms, Drilling and Production Mechanics, Marine Risers and Cable Dynamics, Submarine Pipelines, Sensors and Measurements, Robotics and Remote Control, Offshore Inspection-NDT, Offshore Systems Control

Arctic: Permafrost Engineering and Heat Transfer, Frost Heave, Arctic Materials Science, Computational Methods, Ice Mechanics and Properties, Ice Forces and Motions, Ice-Structure-Soil Interactions, Artificial Islands, Fixed and Mobile Structures, Arctic Exploration, Drilling/Production, Arctic Pipelines, Arctic Sensors and Measurements, Arctic Offshore Inspection, Robotics and Remote Control

Additionally, the Division promotes emerging topics of interest to the ASME membership, whenever appropriate.

SECTION II - OBJECTIVES

The OOAE Division shall:

1. Constitute a professional division of ASME in the fields of Ocean, Offshore and Arctic Engineering in accordance with the Society's constitution, By-Laws, and other guidelines.

2. Promote technological progress and international cooperation in the areas of ocean, offshore and arctic engineering.
3. Provide timely and in-depth exchange of technical information among researchers and engineers.
4. Provide strong leadership and liaison, including the promotion of technical activities and conferences within ASME and with other international organizations.
5. Encourage young engineers and students to become part of the community of ocean, offshore, and arctic engineers.
6. Recognize those that have made a significant contribution to ocean, offshore, and arctic engineering through awards, special symposia, and other appropriate avenues.

SECTION III - ACTIVITIES

A. *Technical Activities*

1. The OOA Division supports the professional interests of a broad group of engineers and scientists, from the industry and academia, with an interest in ocean, offshore and arctic engineering.
2. The OOA Division sponsors the annual International OMAE Conference with Symposia and Exhibition and cooperates with international technical societies or groups in promoting technical activities in ocean, offshore and arctic engineering.
3. The Division sponsors or cosponsors specialty symposia and workshops whenever appropriate.
4. Other activities of interest to the membership are encouraged and can be initiated as appropriate.

B. *Publication Activities*

1. The Division sponsors the Transactions Journal of Offshore Mechanics and Arctic Engineering (JOMAE). The Executive Committee nominates the Technical Editor and Associate Editors in consultation with the Advisory Committee, and according to ASME Policy.

2. The Division sponsors the publication of yearly OMAE Conference Proceedings through the International Conference Committee (ICC) and the Technical Program Committee (TPC).
3. The Division submits papers, reports, and data of permanent value or exceptional quality and interest for publication by the Society or through other suitable publication media.
4. All manuscripts are reviewed strictly according to current ASME format and review standards.

C. Student Activities

The Division sponsors student activities and scholarships. The Student Affairs committee organizes these activities, as approved by the Executive Committee.

ARTICLE III - ORGANIZATION

The OOAEE Division shall be organized under the constitution, By-Laws, and rules of the Society, and if a conflict occurs between Division and Society By-Laws and rules, those of the Society shall govern. The Executive Committee reports to the IPTI Board, which governs the activities of its member divisions.

A. GENERAL STRUCTURE

1. The OOAEE Division is structured with its emphasis on activities of committees coordinated by the Executive Committee. All membership fits into this simple structure. The following sections describe the various Committees.

B. EXECUTIVE COMMITTEE

1. The Executive Committee (EC) is the governing and administrative body of the Division. The Committee reports to IPTI-ASME. It consists of 7 (seven) voting members. In addition, there is 1 (one) non-voting member-elect. The Committee membership should include individuals with primary interest in the Technical Committee areas. At least one member should be from the petroleum industry. All EC members must be members of ASME.
2. ELECTIONS: The current Executive Committee and the Advisory Committee (AC), with a minimum of one-half the technical committee chairs voting, elect the members, both new and continuing. To be elected, a candidate must receive at least 50% of the votes cast. NEC solicits nominations, holds the elections (by confidential ballot) and announces the results soon after voting is

closed. The election should be concluded prior to February 28 and becomes effective for the following ASME fiscal year. To qualify for nomination, the individual shall have satisfied the following requirements:

- a. Chaired a Subcommittee or Panel responsible for technical paper sessions totaling at least 15 papers in the five years prior to nomination.
- b. Alternatively to (a), have been a session organizer who was responsible for at least two technical paper sessions with 10 papers cumulatively in two consecutive years within the 5 years prior to nomination.
- c. Alternatively to (a) and (b), have been a workshop organizer who was responsible for at least two technical workshops with 10 papers cumulatively in two consecutive years within the 5 years prior to nomination.
- d. Alternatively to (a), (b) and (c), served on the Advisory Committee or previously served as the Division Chair.
- e. Active participation.

The maximum consecutive number of years that a voting member of the Executive Committee can serve is seven.

In the event that there is more than one opening in the EC for the election of new members, only one new member will be "Member-elect" (non-voting) and the other(s) will be voting, so that there will always be 7 (seven) voting members of the EC. Who will be voting and who will be the non-voting member-elect will be determined through the election ballots.

3. The functions, responsibilities, and term of office of the Committee members are described as follows:
 - a. Chair - the function and responsibility of this office are as defined by the ASME Policy and includes responsibility for final decisions on all financial matters. The term of office for the Chair is one year. A majority vote of the EC and AC can extend the term of office only once by one year. When the Chair's term ends, his/her membership on the Executive Committee ends unless his seven year term on the board has not ended. If the current Chair becomes unable to fulfill his/her duties, the EC and AC will elect another member to fill the position.

- b. First Vice Chair – acts for the Chair in the absence of the Chair or at the Chair's request. The First Vice-Chair serves on all committees acting in liaison with ASME bodies and with other societies or professional groups. One of the responsibilities of the First Vice Chair is the preparation of the Division Planning Report to be submitted to IPTI.
 - c. The Second Vice-Chair – serves as Treasurer for the Executive Committee. The Treasurer will work with the First Vice-Chair to prepare the Division budget for the next fiscal year. In addition, the Second Vice-Chair is responsible for any reports for the Division and division-sponsored Technical Meetings and for review of the Division By-Laws and Operating Guides.
 - d. The Secretary – assures Division records are maintained by IPTI. The Secretary will also receive and reply to miscellaneous correspondence from outside the Division, and ensures that copies of such correspondence are provided to IPTI for the Division records.
 - e. Three Voting Members – share responsibilities of the preceding four Executive Committee members and serve on Committees as appointed by the Chair.
 - f. One Member-elect – assist members and serves on Committees as appointed by the Chair.
4. If a vacancy occurs for any reason (such as by resignation, incapacity, or death), the vacancy will be filled by appointment of the Executive Committee and Advisory Committee. If a member does not attend at least one Executive Committee meeting during the year, the member's position is considered a vacancy.
5. Four members of the Executive Committee shall constitute a quorum, but at least three of these members must be actually present and not represented by proxy. Except where specifically stated otherwise, all actions of the Executive committee shall be determined by a majority vote of those voting.
6. Under normal circumstances, members should progress annually through the main duties of Secretary, Second Vice-Chair & Treasurer, First Vice-Chair, and Chairman. If a member declines to serve as chair, then the member's term on the EC will end.

C. ADVISORY COMMITTEE

The Advisory Committee (AC) works hand-in-hand with the Executive Committee to guide the Division. The Executive Committee and the Advisory Committee together (EC/AC) are also referred to as the Extended Executive Committee (ECC). The Advisory Committee consists of the past OOA Division Chairs that have remained active in OOA affairs, the Technical Committee Chairs, OOA representatives of the ICC, and other persons who are willing and able to support or guide the Division activities, as appointed by the Executive Committee. However, EC members are not members of the AC. The Advisory Committee elects its own Chair. An individual can be chair of the AC for a maximum of 3 consecutive years. AC members must be ASME members.

The Advisory Committee also works closely with the International Conference Committee in planning conferences and exhibits.

D. NOMINATIONS AND ELECTIONS COMMITTEE

The EC Chair appoints in January a Nominations and Elections Committee (NEC) made up of 3 (three) AC members. The NEC elects its chair and conducts the elections for the EC.

E. INTERNATIONAL CONFERENCE COMMITTEE

The International Conference Committee consists of two Division members who are active in the Division's international activities and one representative from each of the co-sponsoring societies. Each committee member has one vote. The Executive Committee appoints the two OOA members to this Committee. The chair(s) of the just-previous OMAE conference and the current OMAE conference are non-voting members. The Committee is responsible for expanding the OOA activities worldwide and for cooperation with the international organizations. Together with the Advisory Committee, this Committee initiates new contacts to organize future OMAE Conferences. The Chair is recommended by the Advisory Committee and appointed by the Executive Committee.

The Committee votes to accept conference venues and dates (by simple majority). Votes may be cast by proxy. It is the responsibility of the OOA Representatives to initiate venue acceptance by ASME. The approval of the venue and dates rests with the Executive Committee.

F. TECHNICAL COMMITTEES

The Technical Committees are the avenue through which the OOA Division conducts its technical activities. The Executive Committee establishes Technical Committees as necessary to cover the range of technical interests

and activities of OOAE and encompass the scope articulated in Article II.1. The Executive Committee appoints the Technical Committee Chairs. Each Technical Committee Chair appoints committee members and organizes the Committee as appropriate. A primary purpose of the Committees is to organize regular symposia at the OMAE conferences. The Committee Chairs serve as the regular symposia coordinators.

There shall be as many meetings of each Technical Committee during the year as deemed necessary including teleconferences, but they must meet at least once a year.

G. TECHNICAL PROGRAM COMMITTEE (TPC)

The TPC shall be organized prior to or during paper solicitation for each Conference, Symposium or Workshop. It mainly consists of the Symposium Coordinators and the Session Organizers. A tentative coordinator (or TPC Chair) with proven ability and experience shall be appointed by the Executive Committee to organize the technical aspects of the Meeting prior to the paper solicitation period. Under normal circumstances, the outgoing chairman of the EC becomes the Chair of TPC. The TPC Chair should have prior organizational experience of at least 3 technical paper sessions at Division sponsored or cosponsored Meetings.

The TPC coordinates both conference technical organization and proceedings publication.

H. GENERAL COMMITTEES

The General Committee consists of the following group of committees. These report to the Executive Committee.

a. Transactions Journal of OMAE Editorial Board

The Board consists of members from the Division - Technical Editor and Associate Editors. The Chair is the Technical Editor, who is nominated by the Executive Committee and approved by the ASME Publications Board.

b. Honors and Awards Committee

This committee is responsible for recommending the establishment of OOAE Awards, and for soliciting nominations for the awards and selecting the awardees.. Detailed criteria for each award or certificate shall be approved by the Executive Committee and documented. The Committee Chair shall be a person who has received equivalent awards previously. Periodically, ASME also solicits nominations from the

Division for a number of specific national awards. This committee will provide input regarding nomination and assists in the preparation and submission of nominating packages. This includes ASME Fellow nominations.

The EC Chair appoints the chair of this committee. At least one member of the EC is appointed to this committee.

c. Student Activities Committee

This committee is responsible for soliciting and judging student projects for the annual student contest(s) and for administering the student scholarship program. The OOAEE Division sponsors contest(s) to highlight outstanding student projects in the fields of Ocean, Offshore and Arctic Engineering, at both graduate and undergraduate levels. The Committee shall disseminate all student contest activities and scholarship award announcements to the major, related academic engineering programs and highlight the contest and scholarship results to the Division members and press. The committee can also cosponsor student activities administered by ASME or other societies with the approval of the Executive and ASME.

The EC Chair appoints the chair of this committee. At least one member of the EC is appointed to this committee.

d. Publicity Committee

This committee is responsible for soliciting and editing news articles of the Division and the industry. It is also responsible for providing relevant and updated content for the OOAEE website. The Committee shall disseminate all Symposium and Workshop plans and highlights to the Division members and press. The OOAEE Chair appoints the chair of this committee. At least one member of the EC should be a member of the committee. The Committee Chair appoints other members.

h. Representatives to ASME National Committees

The Executive Committee nominates representatives to ASME National Committees as needed.

d. Strategic Initiatives and Long Range Planning Committee

This committee evaluates strategic initiatives to strengthen the Division and for long range planning. The EC Chair appoints the chair of this committee. At least one member of the EC is appointed to this committee.

I. INTERNATIONAL AND LOCAL CHAPTERS

The Division can establish international and local OOAЕ Chapters to promote OOAЕ activities or to help the members or interested groups expand the OOAЕ activities. Creation of a Chapter requires at least 20 ASME members, and it should hold at least two meetings a year (e.g., speakers at luncheon or dinner, regional workshops, etc.). A chapter may be created with less than 20 members, but for it to continue, it must obtain 20 members within 3 years from the date of the establishment and it must hold the required number of meetings per year. . The Chapters report to the Executive Committee.

International Chapters - The International Committee should encourage and help organize Chapters by the OOAЕ Division membership in a country or in a group of countries.

Local Chapters - A member of or a designee of the Executive Committee should be assigned to encourage and help organize Chapters by the OOAЕ Division membership in regions or cities.

J. SUBCOMMITTEES

1. Subcommittees are established by the Executive Committee whenever sufficient need for technical interest and other activities in the OOAЕ communities arise. As many subcommittees can be formed as needed. Their length of existence is up to the Executive Committee and depends on the need and productivity. Establishment of new subcommittees is encouraged, particularly in emerging technologies.
2. Membership should be composed of individuals who, as much as possible, provide a balance of age groups, geographical location, and institutional affiliation. Emphasis should be placed on achieving international representation. Subcommittee members need not be ASME members, *but should* be invited and encouraged to become members.
3. There shall be as many meetings of the Subcommittee during the year as deemed necessary including teleconferences, but the Subcommittee must meet at least once a year.

ARTICLE IV - FINANCES

A. GENERAL FINANCES

The OOAE Division shall establish procedures for financial accounting of all monies of the Division, in keeping with the Society's guidelines.

B. CONFERENCE FEES

The basic, full-period Conference fees are established by ASME Policy Governing Distribution of Income and Expense for P-12.4, depending upon the type of conference, whether cosponsored by one or more societies or sponsored solely by the Division. The conference budget as prepared by the local organizing committee is approved by the EC and IPTI.

C. CUSTODIAL FUND

A reserve fund of money arising from sources arranged by the Division Executive Committee shall be kept on deposit in an OOAE Division Custodial Fund with the Society Treasurer. Use of this money shall be as decided by the Executive Committee, and any payment from the Custodial Fund requires written authorization from both the Chair and Treasurer of the Division to ASME Headquarters.

D. CONFERENCE FUND

A fund to seed and facilitate setting up and progressing conference activities should be established. The amount in this fund should not exceed the lesser of 20% of the custodial account or \$20,000. Any excess funds should be rolled over to the Division Custodial account at the end of the fiscal year.

ARTICLE V - SPECIAL CONSIDERATIONS

A. CONTRACTS

Contracts may be negotiated for the Division by person(s) designated by the Executive Committee. Such contracts must follow Society Policy P-12.1 for conferences and P-12.3 for exhibits. Contracts may be committed only by the Executive Committee. Any legal contractual relations to which the Society is to be committed for exhibits must be signed by ASME.

B. CONFLICTS OF INTEREST

OOAE Division EC and AC members should avoid conflict of interest or the appearance of conflict of interest in all Division activities, particularly in selection of award recipients and/or salaried appointments.

ARTICLE VI - AMENDMENTS

These By-Laws will stand adopted but may be amended by a five-sevenths majority vote of the Executive Committee or by a two-thirds majority of the Division's primary members for the Division. The By-Laws should be reviewed every two years or more frequently as determined by the Executive Committee, particularly by the Second Vice-Chair.

POLICY

1. PAYMENT OF EXPENSES

Expenditures by the Ocean, Offshore and Arctic Engineering Division must have signed approval of the Chair and Treasurer of the Division prior to payment. ASME staff will prepare appropriate payment form(s), upon request of the Division, for the particular expenses. In cases where the Chair and/or Treasurer may be unavailable for more than two weeks, any two other Executive Committee Members may sign the invoices.

2. FUNDS FOR PROJECTS

Each year in March, a complete budget for the forthcoming fiscal year (ASME Fiscal year - July 1 to June 30) must be approved by the Executive Committee for submittal to the ASME Committee on Finance and Investment, through IPTI, in April. ASME staff will assist the Chair, the First and Second Vice Chair on this matter. No further action by the Executive Committee is required on the approved budget items. The funds may be expended at any time; the Executive Committee may approve additional expenditures not included in the approved budget.

3. TRAVEL FUNDS

a. Authors

The Ocean, Offshore and Arctic Engineering Division Executive Committee in special circumstances can provide funds for full conference registration. Each circumstance must be presented individually and approved by the Executive Committee, as represented by the Chair. The Executive Committee will provide a prompt response to any funding request that deviates from the OOAE Division Policy. Funds designated for other specific purposes cannot be used as travel funds.

b. Special Speaker

In most cases, the Division's Technical Program Committee may be authorized by the Executive Committee to pay, when necessary, the travel expenses of invited special speakers for luncheons, keynotes and other special events.

4. SECRETARIAL FUNDS

The Ocean, Offshore and Arctic Engineering Division Executive Committee in special circumstances can authorize funds to cover secretarial expenses or partial or

full travel expenses to attend OMAE or EC/AC Meetings for the regular symposium coordinators. Each circumstance must be presented individually and approved by the EC (EC/AC meetings) or the local organizers (conferences). The maximum budgeted amount for conference travel is determined annually by the EC and the funds come from the local Conference budget. The local organizers of the OMAE Conferences will provide a prompt response to any funding request that deviates from the OOA Division Policy.

5. HONORARIUMS FOR SECTIONS

The Division can compensate in part the Sections with monetary honorariums for its local administration. The amount and time of submittal of the honorarium is decided by a majority vote of the Executive Committee.

6. ROSTERS

A current listing of Chairs of all divisional committees and subcommittees will be prepared and maintained by the First Vice-Chair, in cooperation with the Division Secretary, and issued to Executive Committee members and all committee and subcommittee Chairs. The roster of each Committee will be issued to Executive Committee members and the Chair of that committee in June of each year. Updates will be issued when deemed necessary. It is the obligation of the committee Chairs to inform the First Vice-Chair of the list of members in their committees in April of each year, and to transmit changes. The roster input should be provided in May. Electronic copies of all rosters should be provided to the OOA Division Web Master for publication on the Division web site.

7. NEWSLETTERS AND PUBLICITY

The paramount communication responsibility resides with the Publicity Committee who regularly reports to the Executive Committee. Funds allocated to the public relations function must be approved by the Executive Committee on the basis of a yearly budget submitted in advance. The income from the Newsletter advertisements should be used for the expenses for its publications and growth and for public relations' purposes. The Division newsletter is called "OOAE News". The Editors must work closely with ASME's Public Information Directorate to ensure exchange of information and adherence to ASME Policy.

The Publicity Committee is authorized, when the budget allows, to publish two (as required by ASME) or more Newsletters each calendar year in timely fashion to promote activities of the Division and the OMAE Conference activities worldwide. Any person may submit ideas or written articles to the Committee for consideration.

The newsletter editors are solely responsible for the selection of the topics to be included in the Newsletters.

8. EXHIBITS

The International Conference Committee Chair will review the exhibit status, in consultation with the Division Advisory Committee, once a year immediately after the International OMAE Conference and Exhibit, and decides whether to hold an exhibit for the next two years, with the approval of the Executive Committee. All exhibit funds are maintained in a separate account and the exhibit budget is drawn independently from the conference portion of OOA. The Exhibit Manager appointed by the Division is authorized to contract suppliers and decorators within the OOA Exhibit Budget as well as award gratis booth space to companies, publishers or institutes who are deemed educational in nature or whose demonstrations provide information to the energy industry. For the foreign conferences, however, the Exhibit may be handled differently depending on input from host co-sponsor societies and consent of the Executive Committee.

9. Leadership Training Conference (LTC)

Once a year, ASME holds the Leadership Training Conference for orientation of the officers of all the ASME Technical Divisions. Attendance is by invitation, typically to the incoming Chair and incoming member(s) of the Executive Committee, as well as assorted categories consisting of Divisional paper review chairmen and Technical Program Chairmen. Usually, four people per ASME Division are invited and most of the travel funds are provided by ASME, according to ASME volunteers' travel reimbursement policy. The Chair of the Division is authorized to select those people to be invited to LTC, following the ASME guidelines.

10. LONG RANGE PLANNING

The Strategic Initiatives and Long Range Planning Committee should consider both short-term (1 or 2 years) and long-term (5 to 7 years) goals and opportunities. LRP plans should be documented as to target date (year) for accomplishment and careful attention should be paid to progress on LRP each year.

11. INVOLVEMENT IN OTHER CONFERENCES

At any time, the Executive Committee may solicit recommendations from interested people concerning sponsorship/co-sponsorship/participation/cooperation (see ASME Policy) in other ASME conferences or conferences sponsored by other technical societies. The Division will support the ASME annual (Winter) congress, which may include organizing technical sessions or holding division meetings at the

congress. Careful attention must also be paid to the financial responsibility of the Division when entering into agreements for these conferences and all agreements to participate or cosponsor shall be documented in writing signed by authorized officers of all involved societies. The Division should secure the approval of the ASME Conference Committee in advance.

12. HONORS AND AWARDS

The Executive Committee may at any time authorize the establishment of honors and awards. Special attention should be devoted to criteria and method of selection, funding, design, and avenue of presentation. The Division's Honors and Awards Committee should be employed and consulted on any contemplated honor or award. The ASME Honors Administration should be informed of all awards and they will be recorded in the Division's Operating Guide.

13. FORM/DISBAND COMMITTEES

It is the responsibility of the Executive Committee to review periodically the comparative strengths of all Committees, and to ascertain their level of activity, and their ability to cover the technology and scope of their Committees. At any time, the Executive Committee may decide to promote a subcommittee in emerging technology areas of interest to the Division membership to form a new Technical Committee where the technology involved has grown in importance and needs visibility. Inversely, should a Committee become relatively inactive for a prolonged period due to its leadership or conditions in industry, the Executive Committee may decide to install a new Chair, or disband or combine the Committee within an applicable, existing Committee.

14. SITES SELECTION: EXECUTIVE COMMITTEE MEETINGS

The responsibility for selection of Executive Committee Meeting sites rests solely with the Executive Committee. The site should be determined at the prior meeting. The meeting should be announced to all Committee Chairs.

OPERATING AND TECHNICAL PROGRAM GUIDELINES

INTRODUCTION

The structure of the Division Committees at all levels is intended to expedite communications across all levels. Direct communication at all levels of committees is encouraged, reducing layers of communication as necessary for effective communication. It should encourage and support member initiatives and technical activities. All Committees should be operated in such a manner that maintains a flexible position on acceptance of new members, emerging technologies, international participation, and free exchange of new concepts submitted for consideration by the Division membership at least once a year.

For any representation of the Division to the outside, the Chairs at all levels should secure a clearance from the Executive Committee Chair. ASME staff may provide assistance on this matter.

COMMITTEE AND SUBCOMMITTEE MEETINGS

The Committee or Subcommittee Chair is responsible for preparing meeting agenda and conducting the meeting.

One of the major activities of the Committees and Subcommittees is to support the high quality technical programming of the Division-sponsored conferences such as the annual International OMAE Conference. The Subcommittee Chairs should correspond with all members and potential session organizers and submit a tentative list of topics of high interest 18 months in advance to the Committee Chair and the Executive Committee for the preparation of a general Call for Papers and its announcement.

Proposals of the state-of-the-art review papers and panel sessions from the Subcommittee can be submitted at this time to the Committee Chair.

Committee Meetings

There shall be as many meetings of a Committee during the year as deemed necessary, including teleconferences, but at least once a year. The Chair shall notify committee members and the Executive Committee members of the date and agenda of a meeting three weeks in advance. At each meeting the Chair gives the opportunity for any member of the Society to bring such matters as the Chair may desire before the committee. Meetings of the Committee may be called by the Chair as needed or on demand by three Committee members. The meeting must be open to the members with OMAE as primary interest.

Except for the official Committee meetings, the Chairs should use whatever media to communicate efficiently with the members.

The Committee Chair or Secretary should mail all general Division announcements to the Subcommittee members. In case of a prolonged (longer than 3 weeks) absence of Committee or Subcommittee Chairs from their offices, a note should be sent to the Executive Committee Chair.

Subcommittee Meetings

There shall be as many meetings of the Subcommittee during the year as deemed necessary including teleconferences, but at least once a year. The Chair shall notify the Subcommittee members and the Executive Committee members of the date and agenda of a meeting three weeks in advance. Meetings of the Subcommittee may be called by the Chair as needed or on demand by Subcommittee members. The meeting must be open to the members with OOAE as primary interest.

Except for the official Subcommittee meetings, the Chairs should use whatever media to communicate efficiently with the members.

Division Honors and Awards

Division honors and awards must be announced by the Division newsletter and through ASME press, and at the Division web site. The Executive Committee can establish division awards upon recommendation from the Honors and Awards Committee. The awards or certificates can be issued according to proper ASME procedures. All award and certificate recipients should be documented by the Committee and published on the Division Web Pages. The Society Honors Department should be informed of the Division awards (using a standard form) and recipients.

Technical Conferences and Workshops

New technical conferences and workshops that the Division sponsors, cosponsors, participates in, or cooperates with shall be approved by the Executive Committee, the Society Meetings Committee, and ASME (Policy P-12.1). New Exhibits shall follow the same procedure (Policy P-12.1)