Technical Coordination Committee and Technical Committees Operating Manual

APPROVED BY: BOARD OF DIRECTORS
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NACE INTERNATIONAL
TECHNICAL COORDINATION COMMITTEE AND TECHNICAL COMMITTEES
OPERATING MANUAL

The Technical Coordination Committee (TCC) is an administrative committee of the Technical and Research Activities Committee (TRAC), a standing committee of NACE International (hereafter called “NACE” or the “Association”). The TCC is responsible for the operation of the technical committee structure as established in its operating manual and the Bylaws of the Association. The TCC maintains liaisons with other administrative committees of the Association to help attain the objectives of the Association.

Technical committees are responsible for promoting the generation of and publishing technical information about all aspects of corrosion prevention and control. These committees provide the organizational structure and appropriate forums through which members of the Association can collectively evaluate specific corrosion problems and phenomena, combine their knowledge and experience for the publication of reports and standards, and provide information and service to industry.

The *NACE International Technical Committee Publications Manual* addresses the development, approval, and revision of the Association technical committee publications by technical committees. All procedures relating to technical committee publication development, including committee member, voter, and officer responsibilities, meeting requirements, the review and approval process, and addressing negative votes are detailed in the *Technical Committee Publications Manual*.

All relevant manuals shall be distributed automatically by Headquarters to all committee officers and to others by request.

1 TERMS AND ABBREVIATIONS USED IN THIS MANUAL

1.1 For the purpose of this manual, the following terms and abbreviations shall apply (unless indicated otherwise). Organizational charts are attached as Appendix D.

1.1.1 ACPG refers to the Annual Conference Program Committee, a committee that coordinates the NACE Annual Conference technical program.

1.1.2 *Administrative STG* refers to the Specific Technology Group that is responsible for administering a specific Task Group (TG) or Technology Exchange Group (TEG). There is only one Administrative STG for each TG or TEG.

1.1.3 *Balanced* refers to a TG in which the number of members in any one classification cannot be greater than 50% of the total committee membership.

1.1.4 *Classified* refers to a committee in which there can be no more than one member of the committee employed by the same company (including subsidiaries, divisions, or branches). A consultant who is retained by a company in an area of technology closely related to a proposed standard shall be considered employed by the company for the purposes of classification.

1.1.5 *Corrosion* is used in this manual as a generic word to describe the various phenomena of deterioration of materials or their properties.

1.1.6 *Headquarters* refers to the Association’s Technical Activities Division.

1.1.7 *Inactive* is used in this manual to refer to a TG or a TEG that has completed its assignment and has no further work or has not generated any technical committee activity or correspondence, or has not scheduled meetings in two years.

1.1.8 *Planning Delegate* refers to a representative who serves on the TCC Planning Committee, which is responsible for conducting long-range strategic and annual tactical planning that reflects the Association strategy or strategic plan.
1.1.9 *Program Coordinator* refers to a representative from each Technology Management Group who is responsible for symposia sponsored by Specific Technology Groups and for working with TEGs to promote and produce Technical Information Exchanges.

1.1.10 *Ratification* refers to the confirmation that proper procedures have been followed in any process.

1.1.11 *RPC* refers to the TCC Reference Publications Committee, the committee responsible for providing editorial assistance to the technical committees in producing their publications.

1.1.12 *Section Technology Advisory Group* (STAG) refers to a technical committee formed by International Sections outside North America to locally address the technical needs of their Section membership.

1.1.13 Section Technology Coordinator (STC) refers to an officer who oversees the activities of a Section Technology Advisory Group (STAG).

1.1.14 Section Technology Associate Coordinator (STAC) refers to an officer who assists in overseeing the activities of a STAG.

1.1.15 Specific Technology Group (STG) refers to a group of technical committees organized within three general groups, Industry-Specific Technology (N), Cross-Industry Technology (C), and Science (S). A Specific Technology Group is organized to provide a structure for technical activities within a segment of its scope of activity.

1.1.16 *Sponsoring Group* refers to a Specific Technology Group that has direct interest in the assignment of a specific Task Group or TEG. There may be multiple sponsoring groups for any given Task Group or TEG.

1.1.17 *Task Group* (TG) refers to a subgroup of a Specific Technology Group charged with a specific assignment to produce a document.

1.1.18 *TCC* refers to the Technical Coordination Committee, the governing body for all Association technical committees.

1.1.19 *TEG* refers to a Technology Exchange Group, a subgroup of a Specific Technology Group charged with sponsoring technical information exchanges and/or symposia.

1.1.20 *TIE* refers to a Technical Information Exchange. A TIE is a preplanned forum for the informal exchange of technical information. It may be a part of an STG or TEG meeting, or a stand-alone session.

1.1.21 *Technology Coordinator* refers to an officer responsible for a Technology Management Group. Technology Coordinators are members of the Technical Coordination Committee and serve as coordinators/communicators between the STG Chairs and the TCC.

1.1.22 *Technology Steering Committee* or *STG Steering Committee* refers to a Specific Technology Group’s steering committee, composed of the officers of the STG and the chairs of all of the STG’s TGs and TEGs that have received official designations from Headquarters.

1.1.23 *TMG* refers to a Technology Management Group, a group that facilitates communication between the TCC and the various Specific Technology Groups. It is composed of its officers and the chairs of all STGs organized under it.

1.1.24 *TRAC* refers to the Technical and Research Activities Committee of which TCC is an administrative committee.
1.1.25 *Vote* refers to a voice, roll call, or show-of-hands vote that is taken in a meeting or to a completed ballot form that is returned to Headquarters from a voter following a letter ballot distribution.

1.1.26 *Work Group* refers to a subgroup of a TG; the Work Group is charged with a specific assignment.

2 **STRUCTURE**

2.1 The TCC is the governing body for all technical committees. Technical committees include Specific Technology Groups, Task Groups, Work Groups, and Technology Exchange Groups. Specific Technology Groups may consist of one or more Technology Exchange Groups and one or more Task Groups. Task Groups may consist of one or more Work Groups.

2.2 The TCC also governs TCC Administrative Committees, TCC Special Committees, and TCC Ad Hoc Committees.

3 **TECHNICAL COORDINATION COMMITTEE**

3.1 **General**

3.1.1 As the governing body for all technical committees, the TCC shall advise and act on matters of policy and planning affecting the technical committees. It shall coordinate the functioning of all the committees; establish procedures necessary for their orderly conduct; stimulate committee activity; and aid in initiating new activities.

3.2 **Membership**

3.2.1 Membership in the Association is required for membership in the TCC.

3.2.2 The TCC shall consist of a TCC chair, TCC vice chair, TCC past chair, and the Technology Coordinators. The chair and vice chair of the TRAC and the chair of the ACPC are ex officio members without vote. The Associate Technology Coordinators shall be alternate voting members for their corresponding Technology Coordinators. The Association's president, vice president, executive director, and chairs of the TCC administrative committees shall be ex officio members without vote. The staff liaison to the TCC shall serve as secretary to the committee.

3.2.3 All committee officers shall keep their NACE profile updated.

3.3 **Terms of Office and Selection for Office**

3.3.1 The TCC chair and vice chair shall be selected by the Technology Coordinators for a two-year term or to complete an unexpired term thereof, subject to the ratification of the TRAC.

3.3.1.1 If the chair or vice chair is unable to complete a term, TRAC shall decide on how the vacated position shall be filled for the remainder of the term.

3.3.1.2 Eligibility

3.3.1.2.1 To be eligible for the office of chair or vice chair of the TCC, a candidate must have the following qualifications:

(1) Have been a member in good standing of NACE for at least five years;
(2) Have served as a Technology Coordinator or Program Coordinator;
(3) Have been active in writing a standard or report;
(4) Provide a vision of the TCC future.
3.3.1.3 Nomination and Selection

3.3.1.3.1 Candidates for nomination for the office of chair and vice chair may be submitted to the TCC Managing Committee at least 18 months prior to the date the candidate will take office. Anyone may submit nominations. The TCC Managing Committee will review each candidate’s qualifications and recommend one or more candidates to the TCC at the Annual Conference one year prior to the date the candidate will take office. The TCC will, either by secret ballot at that meeting or by letter ballot prior to Corrosion Technology Week (formerly Fall Committee Week), choose the candidate who will take office at the next Annual Conference.

3.3.1.3.2 The TRAC shall ratify the selection process.

3.3.1.4 The term of office of the chair and vice chair shall commence the day following the close of the Annual Conference and shall end the day following the close of the Annual Conference two years later.

3.3.1.5 In the case of a vacancy in the office of chair, the vice chair will assume the duties of the chair.

3.3.1.6 The position of vice chair shall be filled by the vice chair-elect if the proposed vice chair has been selected. If the vice chair has not been selected, the TCC Managing Committee shall select an interim vice chair until one can be selected through the normal selection process.

3.3.2 Technology Coordinators shall be appointed by the TCC chair in consultation with the TCC vice chair for a two-year term of office or to complete an unexpired portion thereof.

3.3.2.1 The term of office of the Technology Coordinators shall commence the day following the close of the Association’s Annual Conference and terminate the day following the close of the Annual Conference two years later.

3.3.2.1.1 The terms of office of the Technology Coordinators shall commence on odd-numbered years for approximately one-half the Technology Coordinators and on even-numbered years for the remaining Technology Coordinators.

3.3.2.1.2 Associate Technology Coordinators shall be appointed by the TCC chair in consultation with the TCC vice chair and each current Technology Coordinator for a one-year term of office or to complete an unexpired portion thereof. The Associate Coordinator shall be copied on all correspondence sent to the Technology Coordinator, and the Associate Coordinator should make an effort to attend all meetings in which the Technology Coordinator is involved.

3.3.2.1.3 Eligibility

3.3.2.1.3.1 To be eligible for the office of Technology Coordinator, a candidate must be a member in good standing of NACE and have served as an STG chair.

3.3.2.1.3.2 Technology Coordinators shall provide the names of candidates for their successors to the TCC officers 18 months before their terms end.

3.3.2.1.3.3 The candidate should have the support of their employer to hold office, to attend all appropriate meetings, and to perform all necessary functions of the office.

3.3.3 Program Coordinators shall be appointed by the TCC chair in consultation with the ACPC officers for a two-year term of office or to complete an unexpired portion thereof. The term of office of the Program Coordinators shall commence the day following the close of the Association’s annual conference and terminate the day following the close of annual conference two years later.
3.3.3.1 The terms of office of the Program Coordinators shall commence on odd-numbered years for approximately one-half the Program Coordinators and on even-numbered years for the remaining Program Coordinators.

3.3.3.2 Associate Program Coordinators shall be appointed by the TCC chair in consultation with the TCC vice chair, the ACPC chair, and each current Program Coordinator for a one-year term of office or to complete an unexpired portion thereof. The Associate Coordinator shall be copied on all correspondence sent to the Program Coordinator, and the Associate Coordinator should make an effort to attend all meetings in which the Program Coordinator is involved.

3.3.3.3 Eligibility

3.3.3.3.1 To be eligible for the office of Program Coordinator, a candidate must be a member in good standing of NACE and have served as a TEG chair, STG chair, or as a symposium chair.

3.3.3.3.1.1 The Program Coordinator does not automatically move to the office of Technology Coordinator.

3.3.3.3.1.2 An Associate Program Coordinator should be appointed at least one year ahead so they can become acclimated to the ACPC duties and procedures.

3.3.3.3.1.3 Program Coordinators shall provide the names of candidates for their successors to the TCC officers 18 months before their terms end.

3.3.3.3.1.4 The candidate should have the support of their employer to hold office, to attend all appropriate meetings, and to perform all necessary functions of the office.

3.4 Responsibilities of TCC Officers

3.4.1 The TCC chair is responsible for the functioning of the committee. The chair presides over the committee meetings, arranges for meeting times, dates, and places in cooperation with Headquarters, keeps the vice chair informed of all activities, and provides a meeting agenda.

3.4.2 The TCC chair is a member of the TRAC and shall be responsible for attending all meetings of the TRAC. They shall represent TCC in all activities of the TRAC. They shall be responsible for submitting written reports on the activities of the TCC to the TRAC.

3.4.3 The TCC chair (or a designated representative) may be required to attend non-TCC meetings, including meetings of other technical societies and international meetings, as determined appropriate by the TCC Managing Committee. TCC shall plan for any such travel in the budgeting process.

3.4.4 The vice chair shall be knowledgeable about the TCC’s activities so that he can assume the duties of the chair when necessary. The vice chair is also a member of the TRAC and shall be responsible for attending all meetings of the TRAC. The vice chair is also a voting member of ACPC, the TCC Operations Committee, and the TCC Planning Committee.

3.4.5 The TCC chair and vice chair are members of the TCC Managing Committee.

3.5 Responsibilities of Technology Coordinators

3.5.1 The Technology Coordinator shall verify the need for and facilitate the formation of new Task Groups (see also section on formation of new Task Groups and form TG-1).

3.5.2 The Technology Coordinator shall ensure that there is no duplication of assignments among Task Groups by investigating the assignments of all existing Task Groups before approving
the formation of new Task Groups. The Technology Coordinator shall also identify all appropriate STGs to sponsor the Task Group.

3.5.3 The Technology Coordinator shall coordinate with other Technology Coordinators to improve communication and cooperation among the Specific Technology Groups.

3.5.4 The Technology Coordinator shall actively promote joint Task Groups.

3.5.5 The Technology Coordinator shall certify that procedures were followed in the approval of technical committee publications (see Technical Committee Publications Manual).

3.5.6 The Technology Coordinator shall serve as a coordinator/communicator between the STG Chairs and the TCC.

3.5.7 The Technology Coordinator shall chair the Technology Management Group when it is necessary for it to meet.

3.5.8 The Technology Coordinator has input on the selection of STG officers.

3.5.9 The Technology Coordinator shall serve on the TCC.

3.5.10 The Technology Coordinator should consult with TCC officers on all matters regarding administration.

3.5.11 The Associate Technology Coordinator shall be responsible for attending TCC meetings and assisting the Technology Coordinator with the Technology Coordinator functions. The Associate Technology Coordinator shall vote at TCC meetings in the absence of the Technology Coordinator.

3.6 Responsibilities of Program Coordinators

3.6.1 The Program Coordinator is responsible for symposia sponsored by Specific Technology Groups.

3.6.2 The Program Coordinator shall coordinate with TEGs to promote and produce Technical Information Exchanges.

3.6.3 The Program Coordinator shall verify the need for and facilitate the formation of new TEGs (see also section on formation of new TEGs and form TEG-1).

3.6.4 The Program Coordinator shall ensure that there is no duplication of assignments among TEGs by investigating the assignments of all existing TEGs before approving the formation of new TEGs.

3.6.5 The Program Coordinator shall serve on ACPC and coordinate activities of the technical symposia under his Technology Management Group. More details about these activities can be found in the ACPC Operating Manual.

3.6.6 The Program Coordinator shall serve as the alternate to the Technology Coordinator as chair of the Technology Management Group.

3.6.7 The Associate Program Coordinator shall be responsible for attending ACPC meetings and assisting the Program Coordinator with the Program Coordinator functions.

3.7 Removal of Technology Coordinators and Program Coordinators

3.7.1 The removal of a Technology Coordinator or a Program Coordinator shall be undertaken when the TCC chair believes the Technology Management Group is not receiving adequate
leadership. The TCC Managing Committee shall approve this action before it is taken upon recommendation by the TCC chair. The staff liaison to TCC must be notified in writing of the intent before this action is taken.

3.7.2 If such a removal becomes necessary, the TCC chair will instruct the departing Coordinator to forward all committee files to the newly appointed Coordinator.

3.8 Meetings

3.8.1 The TCC shall meet during the Association's Annual Conference, Corrosion Technology Week, and during the year as often as necessary to conduct its business. The chair shall develop an agenda that must be mailed, faxed, or e-mailed by the TCC staff liaison to all TCC members and their alternates at least four weeks prior to each meeting. The expanded agenda format with supplementary materials and attachments shall be used.

3.8.2 The staff liaison to TCC shall prepare minutes of the TCC meetings for approval by the chair. Upon approval, the minutes shall be distributed within six weeks of the meeting by Headquarters to all committee members, alternates, members of TRAC, the Board, and all others of whom action is requested.

3.8.3 Meetings shall be conducted in accordance with relevant portions (which pertain to committees) of the current edition of Roberts Rules of Order, unless otherwise directed in this operating manual.

3.8.4 A quorum to conduct business shall be a simple majority of voting members (or alternates) of TCC.

3.9 Voting Procedures

3.9.1 A majority of the voting members present at a meeting shall be required for approval of actions by the committee except for revision of the Operating and Technical Committee Publications Manuals, which shall require a two-thirds majority (excluding abstentions) of TCC membership. Proxies are not allowed for committee meetings.

3.9.2 Letter ballots may be used when necessary. Letter ballots shall be mailed to all voting members with a minimum of four weeks allowed for return. Facsimile-transmitted votes are permitted. Ballots may also be distributed and returned by e-mail. Votes received after the deadline will not be counted. A majority of all voting members shall be required for approval except for issues that require a two-thirds majority of all voting members.

3.10 TCC Managing Committee

3.10.1 The TCC Managing Committee shall make recommendations, consider long-range plans, and carry out policies of the TCC between scheduled meetings.

3.10.2 The TCC Managing Committee shall serve as the nominating committee for TCC officers (see Terms of Office and Selection for Office) and shall be responsible for the Harry Byars Memorial Award and the Scott Rice Memorial Award. See Appendix E for requirements and descriptions of these awards.

3.10.3 The TCC Managing Committee shall consist of the TCC chair, vice chair, the most recent past chair willing to serve, the chair of the TCC Planning Committee, the chair of the TCC Operations Committee, and the chair of the TCC International Activities Committee. The staff liaison to TCC shall serve as secretary to the committee.
3.10.4 At the request of the Association’s Chief Executive Officer or an editor of one of the Association publications, the TCC Managing Committee shall review any technically questionable advertisement submitted. The TCC Managing Committee shall recommend whether or not to accept the advertisement for inclusion in the publication.

3.11 Ethics Violations and Disciplinary Procedures

3.11.1 Any member of the Technical Coordination Committee and, if applicable, its subcommittees, may be removed from office (or the committee) for violation of any NACE Bylaw, policy or procedure in accordance with the NACE Policy Committee Operating Manual, Section 8 on Disciplinary Procedures.

3.11.2 NACE members are expected to behave in accordance with all NACE Member Policies, including:

3.11.2.1 NACE Bylaws
3.11.2.2 NACE Policies and Procedures (i.e. Code of Ethics, Conflict of Interest, etc.) 3.11.2.3 Technical Coordination Committee Operating Manual

3.11.3 NACE members that violate NACE Member Policies and Procedures will be subject to disciplinary actions in accordance with the NACE Policy Committee Operating Manual.

4 TCC ADMINISTRATIVE COMMITTEES

4.1 Establishment or disbandment of TCC administrative committees requires approval by TCC and ratification by TRAC.

4.2 Membership in the Association is a prerequisite for membership on a TCC administrative committee.

4.3 Advisory Committee on Operations

4.3.1 The TCC shall have an Advisory Committee on Operations that shall be responsible for providing advice, guidance, and consultation to the TCC and technical committee officers in the area of committee operations, and maintaining the Technical Coordination Committee and Technical Committees Operating Manual and Technical Committee Publications Manual. This committee shall also provide assistance in training committee officers.

4.3.2 The Advisory Committee on Operations chair and vice chair shall be appointed by the incoming TCC chair for a two-year term of office or to complete an unexpired portion thereof. The term of office shall commence the day following the close of the Association’s Annual Conference and terminate at midnight of the last day of the second Annual Conference thereafter.

4.3.3 Members of this administrative committee shall serve for a two-year term and shall include the most recent TCC past chair willing to serve, the TCC vice chair, and other persons considered necessary by the committee chair.

4.4 Reference Publications Committee

4.4.1 The TCC shall have a Reference Publications Committee (RPC) that shall be responsible for assisting the technical committees in editorial aspects of new standards, and technical committee publications excluding technical committee reports. Established standards do not require RPC review unless requested by the TMG Technology Coordinator or Administrative STG Chair.

4.4.2 The RPC also shall be responsible for maintaining and updating a standard glossary of definitions of corrosion-related terms and ensuring its consistent use in all TCC publications.

4.4.3 The RPC chair and vice chair shall be appointed by the incoming TCC chair for a two-year term of office or to complete an unexpired portion thereof. The term of office shall commence the day following the close of the Association’s Annual Conference and terminate the day following the close...
of the Annual Conference two years later.

4.4.4 The RPC chair should attempt to obtain at least two members from each Technology Management Group to serve as members of RPC.

4.5 **TCC Planning Committee**

4.5.1 The TCC shall have a Planning Committee that shall be responsible for conducting long-range strategic and annual tactical planning that reflects the Association Strategy. Further responsibilities include technology forecasting on a five-year cycle.

4.5.2 The Planning Committee chair and vice chair shall be appointed by the incoming TCC chair for a two-year term of office or to complete an unexpired portion thereof. The term of office shall commence the day following the close of the Association’s Annual Conference and terminate at midnight of the last day of the second Annual Conference thereafter.

4.5.3 Members of this administrative committee shall serve for a two-year renewable term and shall include the TCC vice chair, the Planning Delegates (at least one from each Technology Management Group), and other persons considered necessary by the committee chair.

4.5.3.1 Planning Delegates from the TMGs shall be appointed by the incoming TCC chair following nomination by the respective Technology and Program Coordinators.

4.5.3.2 Technology and Program Coordinators should not serve concurrently as Planning Delegates.

4.5.4 Documents generated by this committee shall be submitted to the TCC for approval.

4.5.5 Responsibilities of Planning Delegates

4.5.5.1 A Planning Delegate serves on the TCC Planning Committee.

4.5.5.2 A Planning Delegate should be able to provide ideas and a vision for the TCC and technical committees.

4.6 **TCC International Activities Committee**

4.6.1 The TCC shall have an International Activities Committee that shall be responsible for coordinating international technical committee activities that reflect the Association strategy.

4.6.2 The International Activities Committee chair and vice chair shall be appointed by the incoming TCC chair for a two-year term of office or to complete an unexpired portion thereof. The term of office shall commence the day following the close of the Association’s Annual Conference and terminate at midnight of the last day of the second Annual Conference thereafter.

4.6.3 Members of this administrative committee shall serve for a two-year renewable term and shall include the TCC vice chair, the International Area Liaisons to each Area outside North America, International Liaisons from each Area to the TCC, and other persons considered necessary by the committee chair.

4.6.4 The International Activities Committee chair (or a designated representative) may be required to attend TCC and non-TCC meetings, including meetings of other technical societies and international meetings, as determined appropriate by the TCC Managing Committee and/or the International Activities Committee. TCC shall plan for any such travel in the budgeting process.

4.6.5 The liaison and associate liaison for each Area shall be appointed by the TCC International Activities Chair with the advice and consent of the TCC Chair, Area Director, and the TCC International Liaison for that Area. The liaison and associate liaison for each Area shall be appointed positions for a three-year term commencing the day following the close of the Annual
Conference and ending the day following the close of the Annual Conference three years later. Officers may be reappointed to the same position.

4.6.6 The liaison for the Area shall report to their respective Area Director and the TCC International Activities Chair. The candidate should have the support of his/her employer to hold office, to attend all appropriate meetings, and to perform all necessary functions of the office.

4.6.7 The removal of a liaison for an Area shall be undertaken when the TCC International Activities Chair believes the liaison is not providing adequate leadership. The TCC Chair may approve this action upon recommendation by the TCC International Activities Chair before the action is taken. NACE staff must be notified in writing the intent of this action before the action is taken.

5 SPECIAL COMMITTEES

5.1 The TCC participates in International Organization for Standardization (ISO) activities, sometimes by administering Technical Advisory Groups (TAGs). TAGs operate in accordance with the latest revision of American National Standards Institute's (ANSI) procedures for U.S. participation in the international standards activities of the ISO. Information about ISO and TAGs can be found in Appendix B.

5.1.1 A TAG shall be established by TCC once ANSI has assigned the responsibility to NACE and the responsibility has been accepted by the Board.

5.1.2 When NACE is responsible for a TAG, TCC shall designate the TMG to which the TAG shall report.

5.1.2.1 The designated TMG shall be the only link of the TAG into the technical committee structure.

5.2 Other Special Committees may be formed or disbanded at the discretion of the TCC chair to address specific industry needs, liaison relationships with external groups, or other special needs.

6 AD HOC COMMITTEES

6.1 The TCC chair may establish ad hoc committees for specific tasks to assist in attaining TCC objectives. These committees shall serve at the pleasure of the TCC chair.

7 TECHNICAL COMMITTEE STRUCTURE

7.1 Purpose

7.1.1 The technical committees serve as the technical arm of the Association. The committees provide a forum in which various corrosion problems can be freely discussed, attempts can be made to resolve them, and a mechanism for documentation of corrosion-related technology can be provided.

7.2 Structure

7.2.1 The technical committees are organized by Specific Technology Groups (STGs). STGs are assigned specific technical areas within three administrative classes: Industry-Specific Technology (N), Cross-Industry Technology (C), and Science (S). Under the STG, Task Groups are formed to complete specific assignments such as preparation of technical committee reports, standards, and other technical committee publications. Work Groups can be formed under Task Groups to accomplish portions of the Task Group project. Technology Exchange Groups are also formed under STGs to organize and direct technical information exchanges and symposia.

7.3 Objectives

7.3.1 The objectives of the technical committees are as follows:
7.3.1.1 To provide the organizational structure for open discussion of corrosion-related problems and technology.

7.3.1.2 To document existing corrosion-related technology through preparation of technical committee reports, standards, and other TCC publications.

7.3.1.3 To provide forums for discussions on emerging corrosion-related technology.

7.3.1.4 To organize and direct technical symposia at the Association's Annual Conference.

7.3.1.5 To participate as necessary in the TCC's annual Corrosion Technology Week.

7.3.1.6 To determine industry and STG needs in the area of corrosion-related technology and provide a mechanism for collecting and disseminating such technology.

7.3.1.7 To provide liaisons with other societies and organizations to eliminate duplication of efforts in the prevention and control of corrosion.

7.3.1.8 To provide support to ANSI through the Association’s expertise in the matter of corrosion standards.

8 TECHNOLOGY MANAGEMENT GROUP

8.1 General

8.1.1 Technology Management Groups (TMGs) are formed under the TCC to provide a structure and a conduit for communication between the TCC and the various STG Steering Committees within their respective areas. They provide assistance, when necessary, to help STGs achieve their objectives.

8.1.1.1 It is expected that the TMG will accomplish its responsibilities primarily through informal communications. The TMG shall meet annually.

8.1.1.2 For meetings of the TMG, the Technology Coordinator shall serve as chair. In the absence of the Technology Coordinator, the Program Coordinator shall serve as chair. (See Responsibilities of Technology Coordinators and Responsibilities of Program Coordinators.)

8.2 Structure

8.2.1 The three administrative classes of technical committees shall be designated by letters as follows: Industry-Specific Technology (N); Cross-Industry Technology (C); Science (S). Any of these groups may be divided into subgroups. The intent is to maintain the number of TMGs as small as practical.

8.2.1.1 An Industry-Specific Technology (N) is a technology that is specific to a single industry or section of an industry, such as petroleum refineries.

8.2.1.2 A Cross-Industry Technology (C) is a technology that is used in more than one industry, such as coatings.

8.2.1.3 Science (S) is a technology that does not fall into either of the above, or it may be a new technology that is still under development.

8.2.2 STGs may be moved among TMGs by the TCC for various reasons such as better technology alignment, balancing of TMG workload, etc.

8.2.3 When NACE administers a Technical Advisory Group (TAG) to ISO, the TMG designated by the TCC shall serve an oversight role for the TAG and be the only link of the TAG into the TCC.
8.3 *Membership*

8.3.1 The membership of a TMG comprises the Technology Coordinator, the Program Coordinator, the Associate Technology Coordinator, the Associate Program Coordinator, and the chairs of all Specific Technology Groups organized under it. The responsibilities of the two Coordinators are defined in Section 3.

8.3.2 The two Coordinators shall not be solely from the same Specific Technology Group.

8.4 *Objective of TMG*

8.4.1 The objective of the Technology Management Group is to facilitate the responsibilities of the Technology Coordinator and the Program Coordinator as described in the Technical Coordination Committee section.

8.5 *Written Reports*

8.5.1 Each Technology Coordinator shall provide a written status report of the TMG's activities to the TCC chair following conferences at which the TMG or its subcommittees have met. Reports shall be submitted within two (2) weeks of said conferences or meetings.

9 **SPECIFIC TECHNOLOGY GROUPS (STGs)**

9.1 *General*

9.1.1 Specific Technology Groups are formed under a Technology Management Group (TMG) to provide a structure for technical activities within a segment of its scope of activity.

9.1.2 Three to ten STGs may be established under a TMG as determined by the TCC.

9.1.3 Duplication or substantial overlap of activities of different STGs shall be avoided insofar as possible. It is the Technology Coordinator's responsibility to ensure this does not happen. (See Responsibilities of Technology Coordinators.) If problems of duplication arise between STGs of different TMGs, and are not resolved by the responsible Technology Coordinators, they shall be resolved by the TCC.

9.1.4 STG Functions

9.1.4.1 Document corrosion technology by generation of documents such as standards, technical committee reports, and other technical committee publications through Task Groups.

9.1.4.2 Disseminate corrosion information, directly or through Technology Exchange Groups (TEGs).

9.1.4.2.1 Sponsorship of technical symposia at the Association's Annual Conference

9.1.4.2.2 Technical information exchanges

9.2 *Designation and Titles*

9.2.1 The Specific Technology Groups (STGs) shall be designated in a single numerical sequence of two digits, e.g., "STG 00." Headquarters shall assign the specific designations.

9.3 *Formation of New Specific Technology Groups*

9.3.1 An STG may be formed when some specific activity is proposed by the TCC, by a TMG, by an STG, or by a group of at least 10 Association members when substantial need for the activity exists. Formation of an STG shall be initiated by a written proposal to the TCC chair. If there is a question of interest or of industry support for the proposed new STG, the TCC chair may appoint an ad hoc
committee to study the need and define the objectives of the proposed committee.

9.3.2 Steps in forming a new STG are as follows:

9.3.2.1 Proposals for formation of a new STG shall state the reasons for such formation, the field or phase of corrosion to be encompassed, why it should not be integrated into an existing STG, its importance, the benefits that could be derived from the activity, the proposed scope and title, names of a chair and vice chair, and a list of interested members.

9.3.2.1.1 Proposals must be submitted, in writing, at least 8 weeks prior to a scheduled TCC meeting.

9.3.2.1.2 The proposal shall be included as an action item for the next TCC meeting.

9.3.2.2 The TCC shall act on the proposal at its next meeting or by letter ballot. Considerations should include possible conflicts with existing STGs, appropriate TMG location, and title and scope for the proposed STG.

9.3.2.3 The TCC chair shall inform the appropriate Technology Coordinator and each of the proposing members of the TCC’s decision. If the proposal was accepted, the Technology Coordinator shall appoint a Specific Technology Group chair and vice chair, following procedures outlined in the paragraph on the Appointment and Responsibilities of STG Officers. The new officers shall be advised of procedures and responsibilities.

9.4 Organization of a New STG

9.4.1 The organizational meeting should be held in conjunction with an Association Annual Conference or Corrosion Technology Week to ensure adequate participation in the initial meeting.

9.4.2 The organizational meeting shall focus on specific plans to fulfill the scope of activities assigned to the STG. If possible, specific project assignments shall be discussed and assigned to Task Groups (see Task Groups) and TEGs (see Technology Exchange Groups).

9.5 Appointment and Responsibilities of STG Officers

9.5.1 The STG Chair and Vice Chair shall be appointed by the responsible Technology Coordinator, with the advice and consent of the Program Coordinator and retiring STG officers, for a two-year term or to complete an unexpired portion thereof. The term of office shall commence the day following the close of the Association’s Annual Conference and terminate the day following the close of the Annual Conference two years later.

9.5.1.1 STG officers should have demonstrated leadership skills, preferably as an officer of either a TG or a TEG, and expertise in the assigned technology of the STG.

9.5.1.2 The candidate should have the support of his/her employer to hold office, to attend all appropriate meetings, and to perform all necessary functions of the office.

9.5.1.3 The chair and vice chair of an STG shall not be employed by the same company.

9.5.1.3.1 If changes in employment cause the chair and vice chair of an STG to become employed by the same company, these two officers shall agree, in consultation with the Technology Coordinator, which one shall step down.

9.5.1.3.2 The Technology Coordinator shall then appoint a new officer to fill the vacated position.

9.5.1.4 The officers of the STG should be from different classifications.

9.5.1.5 All committee officers shall keep their NACE profile updated.
9.5.2 The chair is responsible for the functioning of the STG. The chair shall keep the vice chair
informed of all activities, preside over STG Steering meetings, STG meetings, and arrange meeting
times, dates, and locations in cooperation with Headquarters.

9.5.2.1 The vice chair shall be responsible for securing awards nominations from the STG, its
Task Groups, and its Technology Exchange Groups.

9.5.2.2 The vice chair shall assist the Program Coordinator and symposium chairs as required to
resolve issues related to the content, quality, and organization of symposia.

9.5.2.3 In the absence of the chair, the vice chair shall assume the responsibilities of the chair.

9.5.2.4 If the STG chair is also the chair of a Task Group within the same STG, the STG vice
chair will assume the responsibilities of the STG chair for approving documents for ballots and
publication, and holding open reviews related to that Task Group.

9.5.2.5 The STG chair and vice chair should attempt to attend scheduled TG or TEG meetings of
their STG at Annual Conference and Corrosion Technology Week.

9.5.3 All STG officers are responsible for recruiting members and encouraging active
participation in the STG.

9.6 Removal of STG Officers

9.6.1 If a TMG officer believes that an STG officer is not providing adequate leadership, that
TMG officer shall notify the TCC chair. The TCC chair shall investigate and take appropriate action.
The TCC chair shall advise TMG officers, STG officers (within the affected TMG), and the responsible
staff liaison of action taken.

9.7 Membership

9.7.1 Membership in the Association is required for membership in any STG.

9.7.2 Membership in an STG is achieved by contacting Headquarters and indicating a desire to
participate in the activities of the committee.

9.7.3 Members of STG Task Groups, TEGs or STAGs are automatically members of the
STG.

9.7.4 Official membership rosters for all STGs will be maintained by Headquarters.

9.8 Removal of Members

9.8.1 A member may be removed from the STG roster if the member fails to respond to any
combination of three consecutive committee distributions, such as ballots or review and comment
requests, where responses are required. Inactive members who are removed from an STG roster shall
be notified in writing with an explanation.

9.8.2 If there have not been three recent consecutive committee distributions within an STG, the
STG chair may request that Headquarters distribute a Membership Interest Survey with no less
than a six-week deadline for response. Members who do not respond to the survey may be
removed from the STG roster. Members who are removed from an STG roster shall be notified in
writing with an explanation.

9.8.3 A member who is removed from an STG may request to be reinstated if he/she makes a
commitment to be an active participant on the STG (by returning distributed ballots, questionnaires,
etc.).
9.9 **STG Advisory Committee (Optional)**

9.9.1 An STG chair may establish an advisory committee for help in planning and evaluating committee operations.

9.10 **STG Steering Committee Meetings**

9.10.1 The Steering Committee of each STG shall meet at least once each year during Corrosion Technology Week or the Association’s Annual Conference.

9.10.1.1 The members of each STG Steering Committee shall be the officers of the STG, the chairs of the STG’s Task Groups (whether individually or jointly sponsored), and the chairs of all the TEGs that have received official designations from Headquarters.

9.10.1.2 The STG chair shall be responsible for ensuring that the STG Steering Committee meets at least once each year. Headquarters shall advise the Technology Coordinator of any STG chair who does not meet this responsibility.

9.10.2 For a properly called meeting, notices and agendas shall be distributed by Headquarters to members four weeks in advance of each meeting. The STG chair is responsible for submitting agendas to Headquarters eight weeks in advance of the meeting. The expanded agenda format should be used with supporting material attached.

9.10.2.1 A quorum shall consist of 50% of the sum of the total number of administered Task Groups and Technology Exchange Groups plus STG officers, or eight voting members, whichever is less.

9.10.3 The STG vice chair shall be responsible for preparing meeting minutes and submitting them to the STG chair for review. The STG chair shall submit them to Headquarters within four weeks after the meeting. Minutes shall reflect topics discussed and any formal actions taken by the committee. Headquarters shall reproduce and distribute minutes to all members of the STG, officers of the sponsoring TMG, and the TCC.

9.11 **STG Meetings**

9.11.1 STGs must hold meetings for the following activities:

9.11.1.1 STG-sponsored Technical Information Exchanges

(NOTE: See guidelines given in Appendix A regarding Technical Information Exchanges.)

9.12 **Change of STG Scope**

9.12.1 It is the responsibility of the STG to update its scope to reflect the STG’s current activities. A change in scope or title can be initiated by the STG or the sponsoring TMG(s) and requires approval by majority vote of the TCC.

9.12.2 The TCC may initiate a change in scope for any given STG as a result of adding, deleting, modifying, or reorganizing STGs.

9.13 **Termination of STGs**

9.13.1 STGs that have become inactive may be disbanded by a majority vote of the TCC upon recommendation of the Technology Coordinator. STGs should be disbanded if they remain inactive for two consecutive years.

10 **TASK GROUPS**

This manual addresses the formation, officers, membership, designation, title and assignment, Work Groups, and termination of Task Groups. For information on conducting Task Group
activities, refer to the appropriate section of the latest revision of the Technical Committee Publications Manual.

Task Groups are small committees that are formed by one or more STGs to produce specific documents as assigned. The work of each Task Group will generally culminate in a technical committee publication. A Task Group may also be formed for the purposes of overseeing technical activities such as reviewing course content developed by NACE Education, etc.

10.1 Formation

10.1.1 Formation of Task Groups shall be proposed by one or more STG members, accepted by the Technology Coordinator, approved by the Administrative STG Chair and Vice Chair, and the process ratified by the TCC Vice Chair.

10.1.1.1 Proposals for new Task Groups shall include a proposed title, assignment, value/justification/urgency, timeline, and officers, and shall be distributed to the Technology Coordinator and the Administrative STG Chair and Vice Chair on form TG-1.

10.1.1.2 The Technology Coordinator shall first determine whether formation of the proposed Task Group would cause duplication of effort among Task Groups within any STGs. The TG-1 form shall be sent to the TCC Vice-Chair for review. If conflicts exist, the Technology Coordinator shall assist the STG chairs in resolving the issue with input from the TCC Vice-Chair. The proposal may not proceed until resolution is reached.

10.1.1.2.1 The Technology Coordinator shall review proposed Task Group formations with the other Technology Coordinators to assure appropriate technical input and minimize duplication of effort.

10.1.1.2.2 If a Task Group with the same or similar assignment already exists, the Technology Coordinators shall determine the best course of action.

10.1.1.2.3 If the Technology Coordinators believe there will be interest or expertise in one or more other STGs, the responsible coordinators shall propose that a joint Task Group be formed or members from other STGs be included on the Task Group.

10.1.1.2.4 Membership of joint Task Groups must include representation from all sponsoring STGs.

10.1.1.2.5 Joint Task Group officer(s) should be responsible to all sponsoring STGs.

10.1.1.2.6 When there is no conflict among the STGs, the proposal shall proceed to Headquarters for assignment of official designation to the Task Group. The approved TG-1 form shall be returned to the STG Steering Committee for use by the officers as the official record of the work to be completed by the Task Group.

10.1.2 Until the approval process is completed, a proposed Task Group may meet only as an ad hoc committee.

10.1.3 Task Groups shall focus their activities on development of their assigned document(s). They should not sponsor either symposia or TIEs, which are the domain of Technology Exchange Groups.

10.1.3.1 The STG chair, in consultation with the Program Coordinator, may approve the Task Group’s sponsoring a TIE when it would have a direct impact on their document under development.
10.1.4 Only one Technology Coordinator shall have administrative responsibility for a jointly sponsored task group. The administering Coordinator shall be selected by all Technology Coordinators involved, or if that cannot be agreed to, by the TCC chair. Information related to the jointly sponsored Task Group shall be disseminated to all sponsoring STGs.

10.2 Officers

10.2.1 Officers for each Task Group shall be appointed by the chair of the Administrative STG with a maximum term of four years or to complete an unexpired portion thereof for the chair position. The officers should be selected on the basis of professional knowledge, organizational skills, and experience relative to the assignment. The chair of the Administrative STG shall set a specific time for the Task Group to complete the assignment.

10.2.1.1 The officers of a Task Group shall include a chair and at least one other officer (vice chair or secretary) who shall be responsible for the minutes. There shall be a maximum of three officers on a Task Group.

10.2.1.1.1 The chair and vice chair of a Task Group shall not be employed by the same company. If changes in employment cause a Task Group chair and vice chair to be employed by the same company, these two officers shall agree, in consultation with the administrative STG chair, which one of them will step down.

10.2.1.1.1 The administrative STG chair shall then appoint a new officer to fill the vacated position.

10.2.1.1.2 The officers of the Task Group should be from different classifications.

10.2.1.2 All committee officers shall keep their NACE profile updated.

10.2.2 The Task Group chair (or designee) in joint task groups shall be a member of the steering committee of all sponsoring STGs.

10.2.3 The chair(s) of the STGs have the responsibility of replacing a Task Group chair who is not providing adequate leadership. If such a replacement becomes necessary, the sponsoring committee chairs will ask the Task Group chair to forward all committee files to the newly appointed chair.

10.2.4 The Task Group chair shall be responsible for assuring that there is an agenda for each meeting of the committee four weeks in advance of each meeting and that minutes are taken at each meeting and submitted to Headquarters within four weeks thereafter.

10.3 Membership

10.3.1 Initially, following formation of a Task Group, members shall be appointed cooperatively between the sponsoring STG chair(s) and the Task Group chair. Membership should be limited to as small a number (approximately 10) as is reasonable to conduct the assignment efficiently.

10.3.1.1 Thereafter, members shall be appointed only by the Task Group chair.

10.3.1.2 Each member’s interest classification as it pertains to that task group in accordance with TCPM paragraph 2.2 shall be recorded by the Task Group chair.

10.3.2 Task Group members are members of the sponsoring committee(s) and shall be Association members in good standing.

10.3.3 Formation of a Standards-Writing Task Group

10.3.3.1 Individuals from other organizations and agencies may be asked to serve as technical advisers to provide the Task Group with additional expertise and technical input.
10.3.2 Task Groups developing standard material requirements (MRs) shall be balanced and classified and shall consist of no less than seven members.

10.3.4 A request from an Association member to join a Task Group shall be submitted by the member directly to the Task Group chair.

10.3.4.1 To add a member to a Task Group, the Task Group chair must contact Headquarters via written correspondence (letter, fax, or e-mail) or by phone.

10.3.4.2 When a Task Group chair denies membership status to an Association member, the chair must inform that individual of the reason for the action with a copy to the staff liaison.

10.3.4.3 If the Task Group chair does not wish to add any members to the committee in order to maintain a manageable roster size for the assignment, the chair shall inform the sponsoring STG chair(s) and staff liaison that no additional members shall be added to the committee.

10.3.4.4 The sponsoring STG chair(s) may reverse a decision of the Task Group chair that concerns Task Group size or membership. Disagreements between the STG and Task Group chairs should be resolved by the appropriate Technology Coordinator(s).

10.3.5 Official membership rosters of all Task Groups will be maintained by Headquarters.

10.4 Designation, Title, and Assignment

10.4.1 Task Groups shall be numbered sequentially by Headquarters using a single numerical sequence of three digits, e.g., “000.” Headquarters shall assign the specific designations.

10.4.1.1 Work Groups shall be designated by adding a sequential lower-case letter to the task group designation, e.g., “000a.” Headquarters shall assign the specific designation.

10.4.1.2 Work Groups will normally comprise between one and four individuals from the TG, being assigned a specific ad hoc activity within the task group assignment. There is normally no chair or officer appointed as the TG Chair is responsible for receiving the work group product or assignment when that group is finished. The TG Chair may have a WG Leader to co-ordinate the activity. It is expected that a WG will complete the ad hoc activity before the next public meeting at Conference or CTW. If the activity is continued, the WG Leader is reappointed to serve no more than 3 years in total or a new WG Leader shall be appointed by the TG Chair at one year intervals.

10.4.2 Numbers shall not be reused unless an inactive Task Group is being reactivated to handle required review of a document.

10.4.3 Task Group titles and assignments shall be determined by the chair(s) of the sponsoring STGs in consultation with the chair appointed for the Task Group. This title shall be as brief as possible but should state clearly, on the Proposal for Task Group Formation form, TG-1, the subject of the project assigned.

10.4.4 The assignment shall be a brief statement on the project to be completed by the Task Group. The assignment must specifically state what the end result is to be, such as a technical committee report, software, or standard. An estimated completion date must be provided. The assignment and estimated completion date will be maintained and updated on the Proposal for Task Group Formation form, TG-1.

10.4.5 The title and designation shall be used consistently in all references to Task Groups in committee minutes and correspondence.

10.4.6 If, during the life of the Task Group, it becomes apparent that the Task Group’s project assignment should be modified, the Task Group and the sponsoring STG chair(s) should develop a
new assignment and timetable for completion. The changes must be approved by the appropriate Technology Coordinator(s). Any changes shall be transmitted to the staff liaison on an updated Proposal for Task Group Formation form, TG-1, and to the TCC.

10.5 Meetings

10.5.1 Requests for meetings at Corrosion Technology Week and Annual Conference shall be submitted in writing by Task Group chairs on approved forms.

10.5.2 Task Groups must meet at least once per year. They are encouraged to meet at Corrosion Technology Week, or at the Association’s Annual Conference when there is need and justification. Requests for meetings at Corrosion Technology Week and Annual Conference shall be submitted in writing by Task Group chairs on approved forms.

10.5.3 In addition, Task Groups may work at other times and locations as necessary to complete their task in a timely manner. Refer to Paragraph 3.5.2.2 in the Technical Committee Publications Manual (TCPM) for further details.

10.5.4 The Task Group chair may not cancel a meeting that has already been scheduled at Annual Conference or Corrosion Technology Week. If the chair is unable to make it to the meeting, the responsibility for conducting the meeting defaults to the vice chair, or another person designated by the chair. The replacement chair should conduct the meeting in the expected manner as the acting chair.

10.6 Inactivation

10.6.1 When a Task Group project has been completed (e.g., final document published), the Administrative STG chair shall inform Headquarters, and Headquarters shall inform all members of the Task Group and the STG Steering Committee(s) that the Task Group is being made inactive.

10.6.1.1 Task Groups that are involved in writing standards shall be placed on inactive status until such time that the standard requires revision or reaffirmation. At that point, the Task Group shall revert to active status with its previously assigned designation.

10.6.1.2 Task Groups that are involved in writing technical committee reports should be disbanded due to the life of a report (10 years).

10.6.2 When it becomes apparent to the Administrative STG chair that a Task Group’s project cannot be completed, or the Task Group is no longer valid or justifiable, a majority affirmative vote of the Administrative STG Steering Committee as an agenda item at a duly called meeting, or by letter ballot, is required to disband the Task Group. The Administrative STG chair shall notify the Technology Coordinator and Headquarters, and Headquarters shall notify the Administrative and sponsoring STG members that the Task Group has been disbanded.

10.6.3 A Task Group cannot exist without any officers beyond the close of the next scheduled NACE Annual Conference or Corrosion Technology Week meeting. If the STG chair or Technology Coordinator, as appropriate, cannot identify officers for the committee in question at the next Annual Conference or Corrosion Technology Week, it will be administratively disbanded and the committee members notified.

10.7 Process to Appeal Disbanded Task Groups

10.7.1 If an individual believes that the disbanding of a Task Group is not in the best interest of NACE and its members, he/she shall appeal in writing his/her concerns to the Administrative STG chair, TCC Managing Committee, and Headquarters, with copies to the Technology Coordinator, sponsoring STG chairs, and Task Group chair.

10.7.1.1 Headquarters must receive the appeal within 30 days of the disbandment of the Task
10.7.1.2 The TCC Managing Committee shall review the written notification, gather background information as necessary, and facilitate discussion among the individuals listed above.

10.7.1.3 The decision made by the TCC Managing Committee shall be in the form of a written response and provided within 60 days to the individual with copies to the Technology Coordinator, Administrative STG chair, and Headquarters.

11 TECHNOLOGY EXCHANGE GROUPS (TEGs)

11.1 General

11.1.1 TEGs are committees that are formed by STGs to provide forums for sponsorship of a symposium, technical information exchanges (TIEs), and/or Webinars.

11.1.1.1 There shall be no fixed limit to the number of TEGs that may be established under an STG.

11.1.1.2 STGs are encouraged to seek joint sponsorship of TEGs when there are common interests.

11.1.1.3 A TEG may be used to explore the need for development of a document before deciding on the formation of a Task Group. If the results of the TEG assignment indicate the need for a Technical Committee Publication, a Task Group shall be formed.

11.1.2 Formation of TEGs shall be proposed by one or more STG members, accepted by the Program Coordinator, approved by the Administrative STG Chair and Vice Chair, and reviewed by the Technology Coordinator.

11.1.2.1 Proposals for new TEGs shall include a proposed title, assigned technology areas, and officers, and shall be distributed on form TEG-1 to the STG Chair and Vice Chair, Program Coordinator, and Technology Coordinator.

11.1.2.2 The Program Coordinator, in consultation with the Technology Coordinator, shall first determine whether formation of the proposed TEG would cause duplication of effort among TEGs and TGs within any STG. If conflicts exist, the Program Coordinator shall assist the STG chairs in resolving the issue. The proposal may not proceed until resolution is reached.

11.1.2.3 The proposal shall proceed to Headquarters for assignment of official designation to the TEG. The approved TEG-1 form shall be returned to the STG Steering Committee for use by the officers as the official record of the assignment of the TEG.

11.2 Officers

11.2.1 Officers for each TEG shall be appointed by the chair of the administrative STG with a maximum term of three years or to complete an unexpired portion thereof for the chair position. Terms shall begin upon approval of the TEG formation. Officers should be selected on the basis of professional knowledge, experience relative to the assignment, and organizational ability.

11.2.1.1 The officers of a TEG shall include a chair and at least one other officer (vice chair or secretary) who shall be responsible for the agenda. There shall be a maximum of three officers on a TEG.

11.2.1.1.1 The chair and vice chair of a TEG shall not be employed by the same company.
11.2.1.2 The officers of the TEG should be from different classifications.

11.2.2 All committee officers shall keep their NACE profile updated.

11.2.3 The administrative STG chair has the responsibility of replacing a TEG chair who is not providing adequate leadership. If such a replacement becomes necessary, the Administrative STG chair will ask the TEG chair to forward all committee files to the newly appointed chair.

11.2.4 The TEG chair shall be responsible for ensuring that there is an agenda for each meeting and TIE of the committee four weeks in advance of each meeting.

11.3 Membership

11.3.1 Membership of TEGs shall be the chair, vice chair, and any member in good standing of the Association who has an interest in participating in the TEG.

11.3.2 Official membership rosters of all TEGs will be maintained by Headquarters.

11.4 Designation, Title, and Assignment

11.4.1 Technology Exchange Groups shall be designated by a single sequentially assigned three-digit designation followed by an X, e.g., “000X.” Headquarters shall assign the specific designation.

11.4.2 TEG titles and assignments shall be determined by the chair(s) of the sponsoring STG(s) in consultation with the chair appointed for the TEG. This title shall be as brief as possible but should state clearly, on the Proposal for Technology Exchange Group Formation form, TEG-1, the subject of the project assigned.

11.4.3 The assignment shall be a brief statement on the project to be completed by the TEG. The assignment must specifically state what the end result is to be, such as regular symposia, one-time symposium, panel discussion, or a technical information exchange in conjunction with an STG meeting during Annual Conference or Corrosion Technology Week.

11.4.4 The title and designation shall be used consistently in all references to TEGs in committee minutes, annual reports, and correspondence.

11.4.5 If, during the life of the TEG, it becomes apparent that the group’s project should be modified, the TEG and administrative STG chair should develop a new assignment. Any changes shall be promptly transmitted to the sponsoring Program Coordinator and the appropriate staff liaison on an updated Proposal for Technology Exchange Group Formation form, TEG-1.

11.5 Technology Exchange Group Meetings

11.5.1 The primary purpose of Technology Exchange Groups is to sponsor formal paper presentations (symposia at the Annual Conference and Area meetings), or technical information exchanges at meetings of the TEG and NACE Webinars. The format (or type) of these presentations may be established by the TEG in conjunction with the sponsoring STG(s).

11.5.1.1 Technology Exchange Groups may have a short (one hour or less) business meeting as required to plan future TIEs, or symposia, or Webinars. The business session may be held at the end of a regularly scheduled TIE.

11.5.1.2 TEG meetings are open meetings and shall not be restricted to TEG members. Any Association member in good standing may join a TEG.

11.5.1.3 No minutes are required for TEG meetings, but a written report identifying the subject of any TIEs, issues that were raised, future plans for the TEG, and recommendations to the STG must be submitted to the sponsoring STG Steering Committee(s) within four weeks of the TEG meeting.
11.5.2 Requests for meetings at Annual Conference and Corrosion Technology Week must be submitted in writing by the TEG chair on approved forms.

11.5.3 A TEG may choose to survey its members or others to investigate whether a technical committee publication is required, or to determine topics for a TIE, or symposium, or Webinar. Such surveys shall be in the form of questionnaires. NOTE: All questionnaires shall be distributed by Headquarters on NACE-approved letterhead.

11.5.4 The TEG chair may not cancel a meeting that has already been scheduled at Annual Conference or Corrosion Technology Week. If the chair is unable to make it to the meeting, the responsibility for conducting the meeting defaults to the vice chair, or another person designated by the chair. The replacement chair should conduct the meeting in the expected manner as the acting chair.

11.6 Guidelines and procedures for conducting TIEs are given in Appendix A.

11.7 Termination

11.7.1 When a TEG project has been completed, the Administrative STG chair shall inform Headquarters, and Headquarters shall inform members of the TEG that it is being disbanded.

11.7.2 When it becomes apparent to the Administrative STG chair that a TEG is no longer valid or justifiable, a majority affirmative vote of the Administrative STG Steering Committee as an agenda item at a duly called meeting, or by letter ballot, is required to disband the TEG. The Administrative STG chair shall notify the Technology Coordinator and Headquarters, and Headquarters shall notify the Administrative and sponsoring STG members that the TEG has been disbanded.

11.7.3 A TEG cannot exist without any officers beyond the close of the next scheduled NACE Annual Conference or Corrosion Technology Week meeting. If the STG chair or Program Coordinator, as appropriate, cannot identify officers for the committee in question at the next Annual Conference or Corrosion Technology Week, the TEG will be administratively disbanded and the committee members notified.

12 SPECIFIC TECHNOLOGY GROUP AFFILIATE GROUPS

12.1 A group of people at the Area, or Section level of the Association with an interest in the work of a specific STG or Task Group may make application for affiliation to the STG or Task Group chair.

12.2 The purposes of this affiliation will be to disseminate information and to hold discussions based on the work and actions of the STG or Task Group that parallel the interest of the local group. This affiliation will provide a means for people who cannot attend the Association’s Annual Conference or Corrosion Technology Week to be aware of committee work and actions at these meetings.

12.3 These affiliate groups will not have any official capacity in the TCC structure but can make recommendations to the sponsoring committee with which they are affiliated. If one of the affiliate groups wishes to conduct a specific project, the chair of the sponsoring group shall be responsible for overseeing the project and shall be responsible for seeing that the project is conducted in accordance with this manual or the Technical Committee Publications Manual.

12.3.1 If the project is expected to result in a technical committee publication, the project will be treated as a work group product and be turned over to the appropriate committee and shall proceed through the regular consensus approval procedures given in the Technical Committee Publications Manual.

12.4 If a Section outside the U.S. and Canada determines that there is a conflict between a NACE technical committee publication and regulations in a specific country or region, that Section shall advise the STG responsible for the document.

12.4.1 The Section shall form an Affiliate Work Group to develop the revisions necessary to
resolve the conflict.

12.4.2 The proposed revisions shall be submitted to the STG and Task Group responsible for the original document.

12.4.3 Approval procedures appear in the *Technical Committee Publications Manual*.

12.5 If a Task Group or STG becomes aware that a NACE document under development could be in conflict with region or country regulations, the Task Group or STG shall communicate with the Area, Region, and Section(s) involved to seek their participation in the document development.

12.5.1 Participation may be by formation of an Affiliate Work Group and/or by participation on the Task Group.

12.6 Affiliate groups will be designated by adding a decimal point followed by a capital letter (sequentially assigned by Headquarters) to the designation of the sponsoring committee, with the name that the affiliate group already uses or with an appropriate name if the group being formed is a new one.

12.7 Each affiliate group should have a chair who can be elected by the group or appointed by the Association Section chair in consultation with the STG chair. If the affiliate group is not working in conjunction with an Association Section, the chair shall be appointed by the STG chair. A copy of any minutes shall be submitted to the TCC staff liaison with a roster of the affiliate group, including mailing addresses of all members.

12.8 The chair of an STG or Task Group that has affiliate groups shall make reports on the work and activities of the affiliate groups to the STG Steering Committee.

13 INTERNATIONAL SECTION TECHNOLOGY ADVISORY GROUPS (STAGs)

13.1 General

13.1.1 Sections of NACE International outside North America are encouraged to form Section Technology Advisory Groups (STAGs) in their local Sections that may parallel the technical activities of one or more Specific Technology Groups (STGs) in TCC’s committee structure. The intent of forming STAGs is to reflect the local international Section’s technical needs such that the NACE members of the International Section or Area can participate in technical activities locally. Otherwise, they might not be able to participate in international events held outside their Area or Section. Such activities of the STAG may include organizing technical information exchanges, revising or developing NACE standards that address the local International Section or Area needs, promoting new technology areas that do not currently exist within TCC, or other technical initiatives. Such technical activities internationally will enable TCC to be more influential and beneficial to its international membership globally.

13.1.2 TCC’s International Activities Committee shall collaborate with the respective Liaisons from the International Sections to spur these activities and help address the expectations and needs of the International Sections. The TCC International Activities Committee Chair, in collaboration with the Area Directors, will determine geographical areas for formal International Liaison activities.

13.2 Roles and Responsibilities of the International Area Liaisons to TCC

13.2.1 The liaison for each Area shall be responsible for collaborating and identifying opportunities for fostering international technical activities for the respective Areas that is consistent with NACE’s Strategic Plan and TCC’s tactical plan to “grow our presence internationally and among the next generation of corrosion practitioners.”

13.2.2 Recruit NACE members from the Area to join TCC technical committees (TMGs, STGs, TGs, and TEGs) and the STAGs so as to strategically influence TG, TEG, or STG activities internationally.
13.2.3 Recommend candidates for the Section Technology Coordinator (STC) and the Section Technology Associate Coordinator (STAC) to the TCC chair and the TCC International Activities Committee chair. The appointments and responsibilities of the STC and the STAC are described in Section 13.3.

13.2.4 Monitor and assist in efforts of STCs, STACs, and STAGs.

13.2.5 Confer with the TCC International Liaisons to the Area at least quarterly. Jointly report to the TCC International Activities Committee chair and the Area Director twice a year, prior to Corrosion Technology Week and Annual Conference, respectively.

13.2.6 Assist the STC in identifying STAGs, chairs, and vice chairs of STAGs to address local Section or Area needs, and who would interface with the corresponding Technology Management Groups (TMGs, e.g., TMG C1 on Coatings) and/or STGs in TCC.

13.2.7 Identify technical societies in the Area that NACE could partner with in the development of joint publications, technical information exchanges, or symposia.

13.2.8 Identify main standards-governing organizations in his/her country and other countries in the respective international Area, including key decision makers and voting members on ISO standards, national standards, and technical regulations in the respective country/Area.

13.3 Appointments and Responsibilities of Section Technology Coordinator (STC)

13.3.1 An International Section (or multiple Sections within an Area) may apply to appoint a Section Technology Coordinator (STC) and a Section Technology Associate Coordinator (STAC) to oversee the operations and collaboration of the STAGs.

13.3.2 The STC and STAC shall be appointed positions for a three-year term commencing the day following the close of the Annual Conference and ending the day following the close of the Annual Conference three years later. Officers may be reappointed to the same position once.

13.3.3 The STC and STAC appointments shall be made by the TCC chair in consultation with the Area Director and the TCC International Liaisons for that Area.

13.3.4 To be eligible for the office of the STC, a candidate must be a member in good standing in NACE, have technical expertise in one or more of the assigned technologies of the STAGs, have served as a symposium chair, or have been an officer in one of TCC’s technical committees. The candidate should have the support of his/her employer to hold office, to attend all appropriate meetings, and to perform all necessary functions of the office.

13.3.5 The STC and STAC shall not be employed by the same company. If changes in employment cause the STC and STAC to become employed by the same company, these two officers shall agree, in consultation with the Area Director and the TCC International Liaison for that Area, which one shall step down.

13.3.6 The STC and STAC shall report to their respective Area Director and the TCC International Liaison for that Area.

13.3.7 The STC shall verify the need for and facilitate the formation of new STAGs. The STC shall ensure that there is no duplication of assignments among STAGs by investigating the assignments of all existing STAGs in their Area before approving the formation of new STAGs.

13.3.8 The STC and the STAC shall be responsible for the operations of the STAGs in their Sections. As determined by the Area Director and the TCC International Liaisons for that Area, the STC and STAC may also be responsible for overseeing STAGs of multiple Sections from that
Area. The STC shall ensure that there is minimal overlap of the technical activities of multiple STAGs in their Areas.

13.3.9 In consultation with the International Liaison from that Area to TCC, the STC shall identify chairs and vice chairs of STAGs to address local Section or Area needs, and who would interface with the corresponding TMGs and STGs in TCC.

13.3.10 The STC shall serve as a coordinator/communicator between the STAG chairs and the TCC International Liaisons for that Area. The STC shall provide a written report at least twice per year to the Area Director and the TCC International Liaisons for that Area.

13.4 Formation and Responsibilities of Section Technology Advisory Groups (STAGs)

13.4.1 A STAG may be formed when some specific activity is proposed by the TCC, by the Section, by an Area, by the TCC’s International Area Liaisons, or by a group of at least 10 Association members when substantial need for the activity exists. Formation of a STAG shall be initiated by a written proposal to the TCC chair, the TCC International Activities Committee Chair, the Area Director, the Section Governing Board, and the Section Technology Coordinator (STC).

13.4.2 Proposals for formation of a STAG shall state the reasons for such formation, the field of corrosion to be encompassed, its importance, the benefits that could be derived from the activity, the proposed scope and title, names of a chair and vice chair, and a list of interested members.

13.4.3 Any NACE International member from anywhere may be a member of a STAG.

13.4.4 When forming STAGs, consideration should be given to those countries that have multiple Sections, e.g., China, and who could have overlapping technical objectives. In such cases, the STAGs from various Sections should either consolidate into one STAG, or collaborate in a way that their technical objectives do not significantly overlap.

13.4.5 The TCC chair shall inform the appropriate Technology Coordinator, Administrative STG chair, and each of the proposing members of the TCC’s decision. If the proposal is accepted, the STC shall appoint a STAG chair and vice chair, following procedures outlined in Section 13.5. The new officers shall be advised of procedures and their responsibilities.

13.4.6 To address the needs of the international Section or Area, a STAG may identify standards or reports that could be developed, existing NACE standards or reports that should be revised, and/or translated into specific languages. In addition, a STAG(s) may collaborate with the local standards governing organizations for that country(s) in the development of appropriate joint or independent NACE standards.

13.4.7 A STAG may also identify and conduct technical information exchanges (TIEs) to reflect the needs of the local membership.

13.4.8 The STAGs shall collaborate with the corresponding STGs and TMGs in TCC, e.g., the “Shanghai STAG for Coatings” will collaborate with the Technology and Program Coordinators of TMG C1 (Coatings) and its STGs.

13.4.9 Each STAG shall hold at least one meeting per year. Agendas and minutes of these meetings shall be distributed to the STC, respective TMG Technology Coordinator, NACE Technical Activities Director, and the International Liaison for that Area.

13.4.10 Specific TGs, TEgS, or affiliate groups may also be initiated by the International Sections or STAGs. However, these committees shall formally report directly to an Administrative STG within TCC, and in accordance with the Technical Coordination Committee and Technical Committees Operating Manual (TCOM).

13.4.11 The STAG shall be designated by a letter and two digits, e.g., “STAG X00,” starting from
13.5 **Appointment and Responsibilities of STAG Officers**

13.5.1 The STC shall appoint the chair and the vice chair of the STAG for a three-year term with the advice and consent of the TCC International Liaisons for that Area and the retiring STAG officers. The term of office shall commence the day following the close of the Association’s Annual Conference and terminate the day following the close of the Annual Conference three years later. Officers may be reappointed to the same position once.

13.5.2 The officers of the STAGs shall be NACE International members in good standing and active members of the corresponding STGs in TCC.

13.5.3 The STAG officers should have demonstrated leadership skills and expertise in the assigned technology of the STAG. The candidate should have the support of his/her employer to hold office, to attend all appropriate meetings, and to perform all necessary functions of the office.

13.5.4 The chair and vice chair of a STAG shall not be employed by the same company. If changes in employment cause the chair and vice chair of a STAG to become employed by the same company, these two officers shall agree, in consultation with the STC, which one shall step down. The officers of the STAG should be from different classifications.

13.5.5 The chair is responsible for the functioning of the STAG. The chair shall keep the vice chair informed of all activities, preside over STAG meetings, and arrange meeting times, dates, and locations. The vice chair shall assist the chair in his/her duties and shall be responsible for documenting the minutes of any of the STAG meetings or events. Agendas and minutes of these meetings shall be distributed to the STC, respective TMG Technology Coordinator, NACE Technical Activities Director, and the International Liaison for that Area.

13.6 **Development and/or Revision of NACE Standards or Reports**

13.6.1 Development and/or revision of NACE standards or reports may also be initiated by the International Sections or STAGs. However, this initiative shall require the formation of a TG (Task Group) which shall report to an Administrative Specific Technology Group (STG) within TCC. The document development process shall adhere to procedures prescribed in the Technical Committee Publications Manual (TCPM).

13.6.2 It is certainly acceptable for an initial draft to be prepared in the local language. However, the final version of the document that is distributed for balloting through the TG and the STG must be in English. Thereafter, the official English version that is published may be translated into the appropriate other language.

13.6.3 Members of the STAG may participate in the voting pool by either joining the Administrative STG or participating as an “interested party”—see Paragraph 3.9.5.1.2 in the TCPM.

13.6.4 It shall be understood that no Section, , or other Area shall publish or have the authority to
grant permission to publish any NACE technical committee reports, standards, or other NACE TCC-related document that falls outside of the procedures prescribed in the NACE International TCOM and TCPM. Any violation thereof may result in the review and possible revocation of the STAG established.

14 CORRESPONDENCE, REPORTS, AND RECORDS

14.1 Distribution and Responsibilities

14.1.1 If any letterhead is used on committee correspondence, it shall be NACE logo paper or NACE-approved letterhead as supplied by Headquarters.

14.1.2 In all correspondence dealing with technical committee activities, a copy must be sent to the Technical Activities Division staff liaison at NACE International, 15835 Park Ten Place, Houston, Texas 77084-5145, fax 281-228-6300, or e-mail to: tcc@nace.org or to the appropriate staff liaison. All parties concerned with the matter discussed in correspondence must also receive copies.

14.1.3 Chairs of the technical committees shall maintain a complete and up-to-date set of records that should include correspondence files, minutes and agenda files, draft copies of documents, an up-to-date membership list, and all other material pertinent to technical committee operation. Task Group chairs shall maintain a current copy of Form TG-1, Proposal for Task Group Formation. Technology Exchange Group chairs shall maintain a current copy of Form TEG-1, Proposal for Technology Exchange Group Formation.

14.1.4 Any time there is a change in officers, the outgoing chair, vice chair, and any other officer(s) shall forward the records to the new officers within four weeks from the effective date of the new officer's appointment.

14.1.5 Upon completion of the Task Group’s assigned work or upon the Task Group’s disbandment, copies of all correspondence shall be forwarded to the TCC staff liaison for filing.

14.1.6 Records relating to the preparation and approval of all TCC publications must be filed and retained by the appropriate TCC staff liaison.

14.1.7 Minutes of all meetings shall not be considered official records until approved by vote at the next meeting.

14.1.8 The staff liaison to TCC shall produce an annual directory listing committee titles, scopes or assignments, officers, members, and other pertinent information to assist committee members in their work.

15 LIAISON ACTIVITIES

15.1 General

15.1.1 Liaison activities shall be maintained within the Association and with other organizations. Primary purposes of liaison activities of the technical committees shall be to prevent duplication of effort, to keep the Association informed of what other organizations are doing, and to keep other technical societies and organizations informed of what the Association has done and is doing. Mutual technical programs and preparation of reports and standards are encouraged.

15.2 Liaisons within NACE International

15.2.1 The TCC should establish and maintain liaisons with other operating committees, such as Publications, Education, Research, and Member Activities, of the Association.

15.2.2 STGs should establish liaisons with other entities (groups/committees) within NACE as appropriate.
15.2.2.1 Each designated liaison representative should attend the meetings of the entity to which he is liaison. Following each meeting of the other entity, the liaison representative shall submit a written report to the technical committee that he represents.

15.3 Liaisons outside NACE International

15.3.1 Two categories of liaison representation have been established for liaison representation between the Association and other societies and organizations:

15.3.2 (Category 1) Association representative with voting privileges to another society or organization, or to a committee of another society or organization. This liaison shall be created by mutual agreement of the executive officers of both societies and approved by the Board of Directors. The Association representative shall be appointed for a specific term by the Association's president, acting on recommendations of the TCC. This representative shall be informed by the technical committee that sponsors this liaison as to whether the vote shall be instructed or uninstructed.

This representative shall prepare a written report of liaison activities and shall submit this report to the chair of the sponsoring technical committee. The written report shall be attached to the minutes of the sponsoring committee.

15.3.3 (Category 2) Informal representation without voting privileges, or automatic exchange of information, to another society or organization. The Association representative is appointed by a technical committee after having received authorization from the STG chair for establishment of this informal liaison with another society or organization. When multiple STGs have interest in establishing a liaison with a given Section or group within another organization, the chairs of the interested STGs shall agree on an effective means for establishing and maintaining the said liaison activities.

15.3.3.1 Each designated liaison representative should attend the meetings of the organization to which he is liaison. Following each meeting of the other organization, the liaison representative shall submit a written report to the technical committee that he represents.

15.3.4 The TCC may collaborate with other standing committees of the Association to administer representation to other societies or international bodies.

16 FINANCIAL REPORTING

16.1 General

16.1.1 Funds may be available for specific projects at the approval of the Board of Directors.

16.1.2 Scheduling of expenditure requests shall be such that the TCC chair can submit the proposal to the TRAC chair and the executive director no later than September 1 for discussion by the Finance Committee in preparing the budget for the next fiscal year (July 1 to June 30).

17 NON-NACE International FUNCTIONS

17.1 Neither the TCC nor any committee within its structure shall agree for the Association to cosponsor, support, or in any manner endorse a function of another organization or association outside the framework of the Association without the prior written approval of the Association's executive director on behalf of the Board of Directors and the TCC chair. Requests for approval of such co-sponsorship must be submitted in writing through the appropriate STG chair(s) for consideration and submitted to the TRAC chair by the TCC chair. The TCC staff liaison at Headquarters must be informed of all such requests and receive copies of all correspondence pertaining to such actions.

18 TECHNICAL COMMITTEE ANNUAL MEETINGS

18.1 Corrosion Technology Week
18.1.1 Each fall, usually in September, the TCC and its technical committees sponsor the Association’s Corrosion Technology Week. Corrosion Technology Week provides time and space for technical committee meetings, during which technical committees may perform work that needs to be accomplished. Activities include writing and reviewing proposed technical committee reports and standards, planning future goals and activities of committees, and sharing technical knowledge during panel discussions or information exchanges. In general, Corrosion Technology Week is designed for Task Group and Technology Exchange Group meetings; however, any technical committee that needs to meet may do so during Corrosion Technology Week.

18.1.2 Requests for meeting space must be submitted to Headquarters by the deadline that is established each year by Headquarters if the chair wants the meeting to be publicized in the CTW Advance Program and in Materials Performance. Meetings requested after the meeting request deadline will be scheduled on a space-available basis. Meetings shall be requested by technical committee chairs and may not be canceled once they are publicized.

18.2 Annual Conference

18.2.1 Annual Conference, usually held in March or April of each year, has provisions for technical committee meetings. To meet at an Annual Conference, Task Groups and Work Groups must use the official Association Annual Conference meeting request form.

18.2.2 Technical symposia are designed to expand on and enhance the flow of technical information at the Association’s Annual Conference. Any TEG or STG may sponsor technical symposia at the Association’s Annual Conference in accordance with the rules set forth by the ACPC. The chair of any committee that wishes to sponsor technical symposia should contact the Program Coordinator (as an ACPC member) for details and procedures to be followed.

19 RESPONSIBILITIES OF COMMITTEE OFFICERS

19.1 The chair of TCC or its administrative committees, and their subcommittees, task groups, or ad hoc committees, is responsible for conducting the affairs of his/her respective committee, and between meetings, for scheduling meetings, developing agendas, and approving minutes of meetings. The chair shall comply with strategic and tactical planning practices of the Association.

19.2 The vice chair of a committee shall assume the duties of the chair in the event of the absence of the chair or his/her inability to serve.

20 RESPONSIBILITIES OF COMMITTEE MEMBERS

Committee members have the following general responsibilities: provide oversight, review and approval consistent with the activities and responsibilities contained in the operating manual; form and implement strategies to support the NACE Strategic Plan, make organizational policy decisions as they directly relate to NACE’s mission, provide advice to enhance program quality, provide ethical accountability, and resolve conflicts between Administrative Committees.

21 RESPONSIBILITIES OF NACE STAFF MEMBERS

NACE Staff are responsible for the following functions: operations and resource management, tactical support, business and financial procedure management, operational policy decisions as they relate to the organization’s internal functioning, internal communications, implementation plans and program budgets, agenda and administrative support, advice, and counsel to committees, and implement program improvements.

22 RESPONSIBILITIES OF COMMITTEE AND STAFF MEMBERS/SHARED

Committee members and staff work together on such functions as prioritizing and vetting ideas, interpreting policy within guidelines, planning and implementing the Strategic Plan, develop agenda, and provide committee management.
23 CONFLICT RESOLUTION

Where conflict in responsibility arises between Committee and Staff Members and the guidance and intent of responsibility is not adequately provided in this operation manual:

- The Chair and/or Vice Chair shall first work with Staff to resolve or clarify the issue using the requirements of this operating manual and the guidance and intent it conveys.
- Where unresolved or conflicts of interest exist, the Chair and/or Vice Chair will appoint a task group made up of committee and staff members in order to provide a recommendation to resolve the conflict.

In the absence of a successful resolution, the Committee shall forward the conflict to the Executive Director for appropriate action (pertaining to staff) or to the parent committee and/or the Executive Committee (pertaining to committees).

24 REVISIONS TO THIS MANUAL

24.1 This manual, in its entirety, is to be reviewed by the TCC at least once every five years for revision or reaffirmation. Revisions or reaffirmation of this manual shall require a two-thirds affirmative vote of voting TCC members. The revised or reaffirmed manual shall be submitted to TRAC for review, the Policy Committee for approval, and then to the Board of Directors for ratification.

24.2 The latest date of Board approval will be placed on the cover of the manual and will replace all previous dated versions. If minor revisions or a reaffirmation is made to the manual, the date of the overall approval and the date of the revisions/reaffirmation will be shown on the cover. The latest manual approved will govern.

24.3 Revisions approved by the TCC shall become effective upon ratification by the Board of Directors.

24.3.1 The TCC may outline a procedure for transition to a revision of this manual so as not to interrupt or delay completion of publications in progress.

24.4 Approved revisions to this manual shall be distributed to technical committee officers.

24.5 The TCC shall be responsible for providing interpretations of this manual when necessary.

25 BOARD POLICIES

25.1 The TCC and all technical committees shall operate within the Association Articles of Incorporation, Bylaws, and Policies and Procedures, which are in Sections 1, 2, and 3 of the NACE International Operating Manuals Handbook.

APPENDIX A—GUIDELINES FOR TECHNICAL INFORMATION EXCHANGES (TIEs)

A1 General

As the name indicates, a technical information exchange (TIE) is a session for the INFORMAL exchange of technical information. The sponsoring of TIEs is one of the functions of the Technology Exchange Groups (TEGs). The term “informal” is used to distinguish the TIE from the other TEG assignment of sponsoring formal symposia at conferences. The TEG chair may appoint a TIE chair or may conduct the TIE as a part of the TEG agenda. TIEs also may be sponsored by STGs. If TIEs are held in STG meetings, substitute “STG” for “TEG.”

A1.1 The purpose of technical information exchanges (TIEs) is to provide a medium for the informal exchange of information.
A1.2 The goal is to provide a venue for establishing a dialog between individuals interested in a common subject in the technology area covered by the TEG.

A1.3 The interchange must be informal, that is, NO FORMAL PAPERS—no detailed minutes or proceedings are allowed unless pre-approved by TCC and handled by NACE Headquarters for the purpose of publication. However, informal presentations should be used as discussion initiators (stimulators).

A1.4 Although the interchange is informal, the TIE shall be planned. Subjects to be discussed should be listed in the meeting notice along with an invitation for attendees to come prepared to contribute their experience. Before the meeting notice is prepared, the TIE chair may solicit informal presentations to start the discussions provided these presentations are included in the meeting notice. When these are utilized, the name of the presenter and the subject should be included in the TIE announcement.

A1.5 Unplanned (walk-in) presentations may be accommodated at the discretion of the TIE officers as time permits. However, TIE officers shall ensure that visual aids comply with the requirements in Section A5. NO handouts (Section A6) shall be allowed for unplanned presentations.

A1.6 One of the presentation methods can be NACE Webinars, which shall be organized by the TEG with recording and broadcasting by NACE staff.

A2 TIE Format

The TIE chair should open the TIE with an introduction of the subject(s) to be discussed and an explanation of the guidelines for the session (informal presentations, noncommercial, no copies of written material, etc.) as discussed below. The TIE and TEG chairs are responsible for ensuring adherence to the guidelines.

A2.1 The prescheduled presentations should include discussion with (from) the attendees.

A2.2 Subjects for presentations used to stimulate discussion can include (but are not limited to) the following:

A2.2.1 A problem encountered by the presenter and the solution used or proposed. A2.2.2 A case history.

A2.2.3 An example of an interesting or unusual failure or an unusual solution.

A2.2.4 New technology or new applications of existing technology.

A2.2.5 An outline of a problem encountered by the presenter, who solicits comments and suggestions from the group.

A2.3 Time should be allowed for nonscheduled presentations when appropriate.

A2.4 All presentations and following discussions MUST BE NON-COMMERCIAL—the TIE Chair has the responsibility to shut down any commercial presentation.

A3 Presentations and Webinars

Normally the presentations should consist of short talks (typically no more than 10-15 minutes) by individual speakers followed by a period of discussion. Webinars may be recorded and archived by NACE. The time and length of the presentation will be set by the TIE chair.

A3.1 Presentations and Webinars may reflect current practices, recent experiences, and/or new technology being evaluated or applied that should be of interest to a majority of those who are attending.
A3.2 Presentations and Webinars by vendors should not be a review of their products and they may not draw comparisons to other companies’ products or services. Commercial presentations or those that compare competitive products shall be stopped by the chair.

A3.3 During the presentation, the chair may ask a presenter to quickly summarize and end a presentation or the discussion in order to stay on schedule. Additional discussion may be held at the end of the TIE at the discretion of the chair.

A3.4 The presenter should provide a brief synopsis of the presentation to the chair for inclusion in a report to the STG (or STG minutes in the case of Specific Technology Group TIEs).

   A3.4.1 A synopsis of a presentation shall be one to two paragraphs summarizing the presentation. The presenter should provide an abstract to the chair in advance of the presentation. The chair may edit the presentation to remove commercialism. The synopsis should not exceed 250 words, and may not be a copy of the presentation.

   A3.4.2 Minutes or synopses must be in NACE-approved format, e.g., Microsoft Word, WordPerfect, or plain text. PowerPoint presentations are not acceptable.

A3.5 Tape recording of TIEs is not permitted unless the recording is pre-approved by TCC and handled by NACE Headquarters for the purpose of publication. In such sessions visual aids may be used.

A4 Presenters

A4.1 Prior to the TIE meeting, presenters provide the chair a brief biography that can be used for their introduction.

A4.2 Registration Requirements for Presenters

   A4.2.1 Persons giving presentations at a TIE meeting held at annual conference must register for conference without exception.

   A4.2.2 Corrosion Technology Week—Persons giving presentations at a TIE for Corrosion Technology Week are expected to register if they will be participating in any additional function outside the TIE meeting. Persons whose sole purpose in attending is to give an informal presentation at a TIE for Corrosion Technology Week may be granted a registration waiver provided the following conditions have been met.

      A4.2.2.1 The presenter must NOT have been a NACE member for at least five years. Requests for registration waiver for a NACE member will not be considered.

      A4.2.2.2 Requests for registration waiver must be submitted to NACE Headquarters in writing by the TIE chair and received no later than 60 days prior to the meeting.

      A4.2.2.3 Requests for registration waiver must clearly outline the name and company of the presenter, the title and subject of the proposed presentation, a brief (approximately 25 words) abstract of the presentation, and the name, date, and time of the TIE meeting for which the waiver is requested.

      A4.2.2.4 Requests for registration waiver must be for singular individuals, not groups of persons, a speaker and staff, or other multi-person requests. Only one speaker per presentation will be considered for registration waiver.

      A4.2.2.5 Requests for registration waiver must be approved by the TCC chair and appear on Headquarters’ Pre-Approved Registration Waiver list for Corrosion Technology Week.

      A4.2.2.6 Absolutely NO changes to the Pre-Approved Registration Waiver list, including substitutions in speakers, subject, meeting, or time, will be granted. Last-minute schedule changes or inability of a pre-approved speaker to attend do NOT constitute grounds for
substitution.

A5 Visual Aids

Normally only a projector will be provided by NACE. PowerPoint files are to be submitted in advance to the chair for review and approval per the guidelines below and the chair shall ensure the presentation is available during the meeting.

A5.1 While visual aids need not be of the same high quality often used for annual conference symposia, text and figures should be readable when projected. Simplicity is best. Slides should contain no more than 6 to 7 words on a line, and no more than 6 to 7 lines vertically. Tabulated data should contain no more than 3 columns of numbers and no more than 8 lines vertically. Letters should contrast with the background.

A5.2 Trade names should be avoided. Company names or logos shall not appear on more than one slide or transparency.

A5.3 If an attendee brings a visual aid (such as a flow diagram, photos of a failure, or chemical reactions) for his contribution to the discussion, the above guidelines shall apply.

A6 Handouts

A6.1 Handouts, if requested by the presenter, shall be limited to pre-approved copies of visual aids. The TIE and the TEG chairs must approve the handouts prior to the TIE meeting. No handouts shall be allowed for unplanned (walk-in) presenters or other meeting attendees.

A6.2 Handouts of the presentation text, preprints of papers, journal articles, or vendor literature shall not be distributed at a TIE or a TEG meeting.

A6.3 Handouts of visual aids must follow the ACPC Technical Program Manual for visuals.

A6.4 Copies of handouts must be prepared ahead of time by the presenter, must be approved by the chair four weeks ahead of the meeting for review, and must be provided at the meeting by the presenter. Last-minute requests for extra copies shall be denied.
APPENDIX B —SPECIAL COMMITTEES

B1 Technical Advisory Group (TAG) to ISO Committees

B1.1 The TCC shall administer ANSI-accredited U.S. Technical Advisory Groups (TAGs) to the International Organization for Standardization’s Technical Committees on Paints and Varnishes (ISO/TC 35), Preparation of Steel Substrates before Application of Paint and Related Products (ISO/TC 35/SC 12), Anti-Corrosive Paint Systems for Steel Structures (ISO/TC 35/SC 14), and ISO/TC 156 on Corrosion of Metals and Alloys, which shall participate in and coordinate the development of U.S. positions on international standards on the subject technology. TAGs shall operate in accordance with the latest revision of American National Standards Institute’s (ANSI) procedures for U.S. participation in the international standards activities of ISO and shall regularly report to the TCC on their activities.

B1.2 TAG Officers and Members

B1.2.1 The TAG chair and vice chair shall be appointed by the TCC chair for a two-year term of office or to complete an unexpired portion thereof. The term of office shall commence the day following the close of the Association’s Annual Conference and terminate at midnight of the last day of the second Annual Conference thereafter.

B1.2.2 Members of the TAG shall be selected by the chair of the TAG with the advice and consent of the Technology Coordinator of the TMG to which the TAG has been assigned. Members shall serve for a two-year term and shall include a voting member of the TCC (appointed by the TCC chair) and other members considered necessary by the TAG committee chair. Membership in the Association is not a prerequisite for membership on a TAG.

B1.2.3 Annually, the TAG chair shall choose who shall be the official representative to the assigned ISO technical committee. Whenever possible, the person chosen shall be a member of the TAG. Upon the approval of the TAG chair, additional personnel may participate in the ISO technical committee meetings or the meetings of subcommittees and work groups to support the TAG’s position.
Standards Development Cycle

Standards must be reviewed every 5 years. Cycle starts over again with “revision” replacing “idea for standard.”
Technical Coordination Committee (TCC) Structure

Legend:
TG = Task Group
TEG = Technology Exchange Group
STG = Specific Technology Group
STAG = Section Technology Advisory Group
TMG = Technology Management Group
TCC = Technical Coordination Committee
TRAC = Technical and Research Activities
APPENDIX D—SELECTION OF TECHNICAL COMMITTEE OFFICERS

Task Groups: Chair and one other officer are appointed by the chairs of the sponsoring Specific Technology Group(s). Qualifications:

- Professional knowledge
- Organizational skills
- Experience relative to the assignment

Specific Technology Groups (STGs): Chair and vice chair are appointed by the responsible Technology Coordinator, with the advice and consent of the Program Coordinator and retiring STG officers, for a two-year term or to complete an unexpired portion thereof. Qualifications:

- Demonstrated leadership skills, preferably as an officer of either a TG or a TEG
- Expertise in the assigned technology of the STG
- Should have support of employer

Program Coordinators: Appointed by the TCC chair* in consultation with the ACPC officers for a two-year term of office or to complete an unexpired portion thereof. Qualifications:

- Be a member in good standing of NACE
- Have served as a TEG chair, STG chair, or a symposium chair
- Should have support of employer

Technology Coordinators: Appointed by the TCC chair* in consultation with the TCC vice chair for a two-year term of office or to complete an unexpired portion thereof. Qualifications:

- Be a member in good standing of NACE
- Have served as an STG chair
- Should have support of employer

TCC chair and vice chair: Selected by the Technology Coordinators for a two-year term or to complete an unexpired term thereof, subject to ratification by the TRAC. Qualifications:

- Member in good standing of NACE for at least five years
- Have served as a Technology Coordinator or Program Coordinator
- Have been active in writing a standard or report
- Provide a vision of the TCC future
- Should have support of employer

*TCC Managing Committee (5 people) has input into the selection process—TCC chair does not make the decision alone.
APPENDIX E—GUIDELINES FOR SCOTT RICE AND HARRY BYARS MEMORIAL AWARDS

E1 Scott Rice Memorial Award

E1.1 This award is given to honor one individual in NACE Technical Activities who best exemplifies the qualities Scott continuously demonstrated: his ever-present desire to help others; his visionary approach of seeing what NACE and its members could accomplish; and his dedication to completing the goals once they were established.

E1.2 Nominations may be submitted to TCC Managing from any NACE member prior to June 30th. Nominations will not carry over; each nomination must be resubmitted for future consideration if unsuccessful. Officers of the Association, voting members of the Board, and the Chair/Vice-Chair of the TCC are not eligible to be considered for the award during their terms of office. The honor may be awarded posthumously. Past recipients of this award are not eligible to receive this award again.

E1.3 The award is decided by a vote of the TCC Managing Committee. The award will be presented by the TCC Chair or designee at NACE Corrosion Technology Week.

E2 Harry Byars Memorial Award

E2.1 This award is given to honor one individual or, under exceptional circumstances, a group, who best exemplifies the distinguished service that Harry demonstrated during the performance of his duties and responsibilities of his offices and assignments within NACE Technical Activities.

E2.2 Nominations may be submitted to TCC Managing from any NACE member prior to June 30th. Nominations will not carry over; each nomination must be resubmitted for future consideration if unsuccessful. Officers of the Association, voting members of the Board, and the Chair/Vice-Chair of the TCC are not eligible to be considered for the award during their terms of office. The honor may be awarded posthumously. Past recipients of this award are not eligible to receive this award again.

E2.3 The award will be presented by the TCC Chair or designee at the annual NACE Corrosion Conference.
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