



**NACE INTERNATIONAL
PUBLIC POLICY AND OUTREACH COMMITTEE
OPERATING MANUAL**

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**NACE INTERNATIONAL
PUBLIC AFFAIRS COMMITTEE
OPERATING MANUAL**

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PUBLIC POLICY AND OUTREACH COMMITTEE OPERATING MANUAL

1. SCOPE

1.1. The Public Policy and Outreach Committee (hereinafter called PPOC or the Committee) is a committee of NACE International (hereinafter referred to as NACE or the Association) Board of Directors (hereinafter referred to as the Board). The Committee is responsible for recommending and executing NACE's strategies involving government, public and media outreach activities and programs, and fostering relationships with other societies that would enhance NACE's success with these strategies.

2. MEMBERSHIP OF COMMITTEE

2.1. The Committee shall consist of a Chair, Vice Chair, most recent Past Chair willing to serve and at-large-members appointed at the discretion of the Committee officers for a total of 15 members maximum.

2.1.1. The Chair and Vice Chair must have served on the Committee for at least one year prior to being nominated to serve as officers. The Chair and Vice Chair shall be elected by the members of the Committee for a term of one year and may serve a maximum in any one office for up to three consecutive terms.

2.1.1.1. The term of office for Committee officers begins on the day following the close of the Annual Conference and ends on the day following the close of the Annual Conference one year thereafter.

2.2. The Vice Chair of NACE's Technical Coordination Committee (TCC) will serve on the PPOC as an ex-officio member of the Committee, without vote.

2.3. All members of PPOC shall be members in good standing of NACE International.

3. LIAISONS

3.1. Liaison members to the Committee are ex-officio, non-voting members.

3.2. The Vice Chair of NACE's Technical Coordination Committee (TCC) will serve as a liaison to the PPOC.

3.3. The Vice Chair of the PPOC will serve as a Liaison to the TCC.

3.4. Liaison members with other NACE committees are appointed by the Chair in consultation with the Chair of the other committee and all liaisons, with the exception of the TCC Liaison, must have the approval of the PPOC voting membership. Liaisons to other committees are appointed for renewable one-year terms.

3.5. The Committee may establish liaison with other organizations when deemed appropriate with the approval of the Board and an appropriate officer of the other organization. Terms of office are for one (1) year and are renewable for up to three (3) consecutive terms.

4. ORGANIZATIONAL STRUCTURE OF COMMITTEE

4.1. Subcommittees

- 4.1.1. Subcommittees can be established to fulfill the objectives and ongoing assignments of the Committee. Establishing and disbanding subcommittees shall be done with the approval of the voting members.
- 4.1.2. Subcommittee officers shall be appointed by the Committee officers. Members of each Subcommittee shall be selected by the Subcommittee Chair in consultation with the Committee officers. Members of each Subcommittee must be members of the Association.
- 4.1.3. Technology Resource Teams
 - 4.1.3.1. When appropriate to review a document or create a NACE position paper or public statement or proposed regulation, the PPOC officers shall establish a Technical Resource Team (TRT) to complete a defined assignment.
 - 4.1.3.2. The PPOC officers shall appoint a TRT Chair who is also a member of the PPOC.
 - 4.1.3.3. The TRT Chair shall recommend the names of at least four (4) NACE members who have extensive knowledge and experience in the area of discussion. Appointment of the NACE members must be approved by the PPOC officers.
 - 4.1.3.4. If the resulting document is presenting an opinion of technology or is related to standards, then the TRT Coordinator shall ask the NACE TCC Chair to provide the names of two additional persons who may serve on the TRT.
 - 4.1.3.5. Members of the TRT must state any conflict of interests. Any member who stands to financially benefit from business dependent on a regulatory outcome should consider that to be a conflict of interest and should not be appointed to the committee.
 - 4.1.3.6. In developing a consensus response for publication, the TRT Ad Hoc Committee shall follow guidelines for NACE public position statements. The completed document shall be edited by the appointed staff liaison. The edited document shall be forwarded to the following parties for approval:
 - 4.1.3.6.1. The PPOC Chair;
 - 4.1.3.6.2. The Chair of the NACE STG (a technical committee) closest to the subject matter of the document, or, if unavailable, the TCC Chair; if both parties have a conflict of interest with the subject matter then either the STG and TCC Vice Chair shall act in their stead;
 - 4.1.3.6.3. The Chief Executive Officer of NACE; and
 - 4.1.3.6.4. The President of NACE.
 - 4.1.3.7. If any of the above parties disagrees with publication of the response for any reason, it shall not go forward.
 - 4.1.3.8. The Chair of the TCC will receive a copy of the balloted material

for informational purposes.

4.2. Ad Hoc Committees

- 4.2.1. The PPOC Chair may appoint ad hoc committees at his or her discretion to perform specific assignments. The Committee Chair shall inform the Committee members of the formation of any ad hoc committees.
- 4.2.2. Membership on ad hoc committees is not restricted to Committee members or NACE members.
- 4.2.3. The Chair of the Committee may establish ad hoc committees as necessary to accomplish its objectives. An ad hoc committee must have a stated goal that is to be completed within twelve months. Ad hoc committees shall be disbanded within 12 months of being established.

5. MEETINGS

- 5.1. The Committee shall meet at the Annual Conference and at other times as necessary to complete its committee work. The Chair who will preside at each meeting shall develop an agenda which must be submitted to Headquarters for distribution to the Committee at least three (3) weeks prior to any regularly scheduled meeting.
- 5.2. Minutes of the meeting shall be recorded and distributed to all Committee members and liaisons within thirty (30) days of the meeting by the Association staff liaison.
- 5.3. Sections of "Roberts Rules of Order" (current edition) pertaining to committees shall be followed unless otherwise outlined in this operating manual.
- 5.4. A quorum to conduct Committee business shall be a majority of voting members and at least two of the three officers of the Committee.

6. VOTING PROCEDURES

- 6.1. A majority of the voting members present shall be required for approval of actions by the Committee or by a TRT, except for operating manual revisions which require a two-thirds ($2/3^{\text{rds}}$) majority of all voting members.
 - 6.1.1. Proxies are not allowed.
- 6.2. Letter (electronic) ballots may be used when necessary to conduct business. Letter ballots shall be sent to all voting members with a minimum of thirty (30) days allowed for reply. Ballots received after the voting deadline will not be counted.
 - 6.2.1. Facsimile transmitted letter ballot responses are permitted.
 - 6.2.2. A majority of all voting members will be required for approval by letter (electronic) ballots except for issues which require a two-thirds ($2/3^{\text{rds}}$) majority of all voting members.
- 6.3. With the exception of operating manual revisions, ballots may also be conducted by telephone or by electronic media.
 - 6.3.1. A majority of all voting members will be required for approval.

7. REPORTING

7.1. Board Meetings

- 7.1.1. The Chair shall provide a written report concerning activities within the Committee's assigned areas of responsibility at each Board meeting and as requested by President for presentation at Board meetings.

8. RESPONSIBILITIES OF COMMITTEE OFFICERS

8.1. Chair's Responsibilities

- 8.1.1. The Chair is responsible for the functioning of the Committee. The Chair presides over Committee meetings and in cooperation with Headquarters arranges for meeting times, dates, and places. The Chair shall keep the Vice Chair informed on all activities.
- 8.1.2. The Chair shall submit to the Board any Committee recommendations for Board action.

8.2. Vice Chair's Responsibilities

- 8.2.1. The Vice Chair shall be prepared to assume the duties of Chair when the Chair cannot fulfill the responsibilities.
- 8.2.2. The Vice Chair shall perform other duties assigned by the Chair.

8.3. Past Chair's Responsibilities

- 8.3.1. Acts as Chair in the absence of the Chair and Vice Chair.
- 8.3.2. Ensures procedures are followed in 5.5.2.2.

9. RESPONSIBILITIES OF COMMITTEE MEMBERS

- 9.1. 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, and make organizational policy and program decisions as they directly relate to NACE's mission.

10. RESPONSIBILITIES OF NACE STAFF MEMBERS

- 10.1. NACE Staff are responsible for the following functions: operations and resource management; tactical, 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; advise and counsel to committees; and implement program improvements.

11. RESPONSIBILITIES OF COMMITTEE AND STAFF MEMBERS/SHARED

- 11.1. 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.

12. CONFLICT RESOLUTION

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.
- 12.4. In the absence of a successful resolution, the Committee shall forward the conflict to the Chief Executive Officer for appropriate action (pertaining to staff) or to the parent committee and/or the Executive Committee (pertaining to committees).

13. OPERATING MANUAL REVIEW

- 13.1. This manual is to be reviewed in its entirety by the Committee at least once every five (5) years for revision or reaffirmation.
- 13.2. Revisions may be made to the manual at any time the Committee deems it necessary.
- 13.3. Revision or reaffirmation of this manual shall require a two-thirds (2/3^{rds}) affirmative vote of all voting members of the Committee.
- 13.4. The revised or reaffirmed manual shall be submitted to to the Policy Committee for review. The Policy Committee shall submit the manual to the Board for approval.
- 13.5. The latest date of Board approval will be placed on the cover of the manual. The latest manual ratified will govern. If revisions are made to the manual within the five-year period, the date of ratification as well as the date of the latest revision shall be shown on the cover.

14. BOARD POLICIES

The Committee shall operate in accordance with the Association's Articles of Incorporation, Bylaws, and Policies.