



**NACE INTERNATIONAL**

**TECHNICAL AND RESEARCH  
ACTIVITIES COMMITTEE**

**OPERATING MANUAL**

APPROVED BY: BOARD OF DIRECTORS  
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TECHNICAL AND RESEARCH ACTIVITIES COMMITTEE  
OPERATING MANUAL**

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## **1.0 SCOPE**

1.1 The Technical and Research Activities Committee (hereinafter called the “Committee” or TRAC) is an activity committee of NACE International (hereinafter referred to as “NACE” or the “Association”). This committee is responsible for the functioning of the administrative committees that oversee the technology and research activities of the Association as outlined in the operating manuals of those committees.

The Committee will support the mission and goals of the Association as defined by the Strategic Plan.

1.2 The Committee shall ensure that these activities are carried out through the following administrative committees:

Technical Coordination

Research

## **2.0 OBJECTIVES**

The Committee and its administrative committees shall carry out the aims and objectives of the Association as listed in Article II of the Articles of Incorporation.

## **3.0 MEMBERSHIP OF COMMITTEE**

3.1 The Committee shall consist of a chair (who shall serve as a director on the Board of Directors), vice chair, most recent past chair willing to serve, and the chair and vice chair of its administrative committees.

3.1.1 The chair shall be elected by the members of the Committee for a term of three years. Nominees shall be selected from the list of present and past administrative committee chairs. The nominee must meet the requirements for membership on the Board of Directors (hereinafter referred to as the “Board”).

3.1.1.1 The Nominating Committee shall be responsible for verifying that all requirements have been met and for reporting the name of the newly elected director to the Chief Executive Officer and the Board.

3.1.1.2 The chair may not serve successive terms.

3.1.1.3 The chair’s term of office begins on the day following the close the Annual Conference and ends the day following the close of the Annual Conference three years thereafter.

3.1.2 The vice chair shall be elected by the members of the Committee for a term of three years. Nominees shall be selected from the list of past and present administrative committee chairs.

3.1.2.1 The vice chair shall act as an alternate for the chair when the chair is not available. The vice chair may represent the chair on the Board but without director’s privileges.

3.1.2.2 The vice chair's term of office begins on the day following the close of the Annual Conference and ends the day following the close of the Annual Conference three years thereafter and serves concurrently with the chair.

3.1.2.3 The vice chair may not serve successive terms.

3.2 The chair and vice chair of each administrative committee shall be selected by the members of that committee for a term of two years.

3.2.1 The term of office for administrative committee officers begins on the day following the close of the Annual Conference and ends the day following the close of the Annual Conference two years thereafter.

3.3 A member of the Committee can be removed for cause by vote of at least two-thirds of the Committee members. In the case of the Director (chair), the Committee may recommend that the Board remove the Director (chair).

3.4 Selection of members and officers to fill non-expired terms shall follow procedures outlined in this Section.

#### **4.0 LIAISONS**

4.1 The Committee shall maintain liaison with other committees within the Association as needed to fulfill the objectives of the Committee.

4.1.1 Liaison members with other committees are appointed by the chair in consultation with the chair of the other committee.

4.1.2 Liaisons to other committees are appointed by the chair for one-year terms and are renewable.

4.2 Liaison members to the Committee who are not members of the Committee as outlined above are non-voting members.

4.3 The Committee may establish liaison with other organizations when deemed necessary with the approval of the Board and an appropriate officer of the other organization.

#### **5.0 ORGANIZATIONAL STRUCTURE OF COMMITTEE**

5.1 With the approval of the Board, the Committee may establish subcommittees as necessary to accomplish its objectives.

5.2 Administrative committees of the Committee are:

5.2.1 Technical Coordination administrative committee is responsible for generating and publishing technical information about all aspects of corrosion prevention and control, providing technical symposia, and providing forums for technology interchange.

5.2.2 The Research administrative committee is responsible for all research activities organized or sponsored by the Association, for sponsorship of the Research-in-Progress Symposium, encouraging student participation in the Association, and maintaining liaison with national and international research activities.

5.3 Each administrative committee shall prepare and maintain an operating manual.

5.3.1 The administrative committee operating manual shall be approved by the Committee and reviewed by the Policy Committee to confirm that it complies with the Articles of Incorporation, Bylaws, and Policies of the Association and to avoid overlapping of responsibilities.

5.4 Administrative committee members shall be selected by its officers and approved by the Committee. All committee members must be members of the Association.

5.5 Additional administrative and advisory committees may be established by the Committee as needed to provide support for the operation of the Committee.

5.5.1 Any Association member may be selected to serve on these committees.

## **6.0 MEETINGS**

6.1 The Committee shall meet at the Annual Conference. Additional meetings may be called, as necessary, to conduct Committee business. Committee business also may be conducted by telephone, mail, or electronic media. The chair 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.

6.2 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.

6.3 Sections of “Robert’s Rules of Order” (current edition) pertaining to committees shall be followed unless otherwise outlined in this operating manual.

6.4 A quorum to conduct business will be at least two of the three officers and at least one member of each administrative committee (chair or vice chair).

## **7.0 VOTING PROCEDURES**

7.1 A majority of the voting members present shall be required for approval of actions by the Committee except for operating manual revisions which require a two-thirds (2/3) majority of all voting members. (See Section 14.3)

7.1.1 Proxies are not allowed.

7.2 Letter ballots may be used when necessary to conduct committee business. Letter ballots shall be mailed, transmitted by facsimile, or e-mailed to all voting members with a minimum of thirty (30) days allowed for reply. Ballots received after the voting deadline will not be counted.

7.2.1 Facsimile-transmitted or e-mailed letter ballot responses are permitted.

7.2.2 A majority of all voting members will be required for approval by letter ballots except for issues that require two-thirds (2/3) majority of all voting members. (See Section 14.3)

## **8.0 RESPONSIBILITIES OF COMMITTEE OFFICERS**

8.1 The chair of TRAC 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.

8.2 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.

### 8.3 TRAC Chair's Responsibilities

8.3.1 The chair of the TRAC is a voting member of the Board. The chair shall be responsible for keeping the Board informed on the activities of the Committee.

8.3.2 The chair of TRAC shall attend all meetings of the Board.

### 8.4 Vice Chair's Responsibilities

8.4.1 The vice chair of the TRAC shall be prepared to assume the duties of chair when the chair cannot fulfill the responsibilities outlined in Section 7.3.

8.4.2 In the absence of the TRAC chair, the TRAC vice chair may attend the Board meeting without director's privileges.

8.4.3 The TRAC vice chair shall perform other duties assigned by the TRAC chair.

## 9.0 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.

## 10.0 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.

## 11.0 SHARED RESPONSIBILITIES OF COMMITTEE AND STAFF MEMBERS

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.

## 12.0 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 Chief

Executive Officer for appropriate action (pertaining to staff) or to the parent committee and/or the Executive Committee (pertaining to committees).

## **13.0 REPORTING**

### **13.1 Board**

13.1.1 Thirty days in advance of a Board meeting, the chair shall submit any Committee recommendations for action at the Board meeting.

13.1.2 The chair shall provide a written report to the Board concerning activities within its assigned areas of responsibility at each of the regularly scheduled Board meetings. These reports shall be forwarded to the Chief Executive Officer for attachment to the Board meeting minutes.

13.1.2.1 Oral summaries of the written reports may be requested at Board meetings.

### **13.2 Financial**

13.2.1 The Committee shall work with the appropriate Headquarters staff liaison to develop and support a budget for the upcoming fiscal year. The committee chair shall be responsible for presentation of that Committee's budget at the appropriate Finance Committee meeting.

13.2.2 Any additional funds requested during a current fiscal year to support programs and/or activities that have not been budgeted through the regular budgeting process shall be presented to the Finance Committee at its next regularly scheduled meeting for review and recommendation to the Board for consideration.

## **14.0 OPERATING MANUAL REVIEW**

14.1 This manual is to be reviewed in its entirety by the Committee at least once every five (5) years for revision or reaffirmation.

14.2 Revisions may be made to the manual at any time the Committee deems it necessary.

14.3 Revision or reaffirmation of this manual shall require two-thirds (2/3) affirmative vote of all voting members of the Committee.

14.4 The revised or reaffirmed manual shall be submitted to the Policy Committee for approval. The Policy Committee shall submit the manual to the Board for ratification.

14.5 The latest date of Board ratification will be placed on the cover of the manual. The latest manual ratified shall 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.

## **15.0 NACE POLICIES**

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