



NACE INTERNATIONAL

STANDARDS BOARD

OPERATING MANUAL

APPROVED BY BOARD OF DIRECTORS
October 31, 2019

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STANDARDS BOARD
OPERATING MANUAL**

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**NACE INTERNATIONAL
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1. SCOPE

The Standards Board is a standing committee of the NACE INTERNATIONAL Board of Directors and reports directly to the NACE INTERNATIONAL Board of Directors.

(Note: the NACE INTERNATIONAL Board of Directors may hereinafter be referred to as the NACE Board. NACE INTERNATIONAL may hereinafter be referred to as NACE or the Association. The Standards Board shall always be referred to as the Standards Board.)

The Standards Board provides oversight and management of the NACE Standards Program.

The Standards Board has three primary roles in governing the standards activities of NACE:

- Development of strategies, objectives and tactics to enable the NACE Standards Program to better respond to the standardization needs of the corrosion industry including the impacts of emerging technologies, new materials and capabilities, and changing regulatory requirements;
- Responding to direction from the NACE Board of Directors and working in concert with other NACE Councils, Activity Committees, and Areas to help leverage the value of standards to the Association's Mission and Goals;
- Oversight and management of the health and performance of the NACE standards activities including global growth in the standards portfolio, timely maintenance of existing standards, the improvement of processes and tools, removal of barriers faced by standards committees, reducing risks to the Standards Program and its participants, and being responsive to industry's standard's needs.

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

2. ACCOUNTABILITY

The Standards Board is accountable to the NACE Board of Directors and the corrosion technologies community at large for the integrity of the NACE standards system, including its policies, processes and tools, and the integrity of the standards products and services that result from that system.

3. RESPONSIBILITIES OF THE STANDARDS BOARD

The primary responsibilities of the Standards Board are to:

- Manage the overall health and performance of the NACE standards system by providing strategy, policy and guidance for its activities
- Ensure that the NACE standards activities are conducted in a manner consistent with NACE Policies and Bylaws
- Carry out the aims and objectives of the NACE Board of Directors in a responsive and accountable manner
- Provide standards and standardization guidance, advice and assistance to the corrosion technologies community
- Oversee and approve the processes, procedures and tools used in the development and maintenance of NACE Standards and standards-related products and services

- Ensure due process was followed during the development, approval, and release of standards and that no part of the process was conducted in a manner inconsistent with the approved rules and processes
- Ensure adequate training and other mechanisms are in place to support Standards Committee participants.
- Oversee the process for the establishment of new standards setting committees or activities, or the sunsetting or combining of same
- Establish and maintain metrics which will drive continuous improvement in the efficiency and effectiveness of the NACE Standards Committees;
- Develop and maintain a communications plan to connect with the Standards Committees
- Function as the Appeals Board and conduct hearings related to any concerns or appeals brought before the Standards Board related to the conduct of standards setting actions
- Ensure processes and mechanisms are in place to promote visibility and coordination of NACE standards activities across all of NACE's other Boards, Councils, Committees to encourage synergies and to help leverage the value of the NACE Standards Program across the Association
- Coordinate with other standards organizations to avoid conflict and duplication with their standards activities
- Promote positive working relationships with key standards stakeholders, government agencies, regulatory bodies and other standards organizations
- Work with the NACE staff liaison to develop and support the annual Standards Program budget
- Appointment of Standards Committee Officers

The Standards Board shall support the mission and goals of the Association as defined by the Strategic Plan.

4. MEMBERSHIP OF THE STANDARDS BOARD

The Standards Board is composed of a minimum of 7 and no more than 12 voting members who serve as standards and standardization experts/managers from the corrosion technologies community, government agencies and other stakeholders in the corrosion technologies.

The Standards Board shall strive to have 2-3 members coming from stakeholder or strategic partner organizations.

The Standards Board Officers are the Chair, Vice Chair and most recent Past Chair willing to serve.

The Standards Board Chair shall serve as a voting Director on the NACE International Board.

The Standards Board shall also have a non-voting Secretary position, filled by a NACE staff member, who shall also act as the staff liaison.

The President, Vice President, and Chief Executive Officer of the Association are ex officio members of the Committee without vote.

The Initial Standards Board members, including officers, shall be nominated by the Standards Governance ad hoc committee, reviewed by the sitting NACE President and approved by a 2/3rds majority of the NACE Board of Directors.

Thereafter, the Vice Chair succeeds the Chair, and the outgoing Chair appoints the next incoming Vice Chair. Both appointments are subject to 2/3rds majority approval by all voting members of the Standards Board.

After the initial Standards Board members have been approved, new incoming members shall be recruited, nominated and voted upon by the existing Standards Board members, with a 2/3rds majority approval required.

Voting members of the Standards Board may not serve concurrently as officers of any of the Standards Committees that report to the Standards Board.

Voting members of the Standards Board are not restricted in serving concurrently in other capacities for NACE.

Voting members of the Standards Board must be members in good standing of NACE International.

The NACE Board of Directors has the authority to remove any member from a leadership position on any committee, Area or Section that impedes the implementation of a Motion or Directive of the Board.

5. TERMS OF OFFICE

The Standards Board Chair serves a single three-year term and may not serve consecutive terms as Chair.

The Standards Board Vice Chair serves a single three-year term, followed by a three-year term as Chair. and may not serve consecutive terms as Vice Chair.

The Chair may not self-appoint as the incoming Vice Chair.

The incoming Vice Chair shall have served as a member of the Standards Board for at least one (1) year prior to their appointment as incoming Vice Chair.

Standards Board Members serve three-year terms. Members may not serve two consecutive terms, except in the case where a Standards Board member is appointed and elected to the Vice Chair position.

Standards Board members may be reappointed, after sitting out at least one term, based upon the level of contribution made during a prior term of service and the strategic needs of the Standards Board.

Members of the Standards Board are nominated by the Standards Board Chair and approved by a 2/3rds majority of the Standards Board.

The initial Standards Board Membership shall be approved by a 2/3rds majority vote of the NACE Board of Directors.

The term of office for Standards Board officers begins on the day following the close of the Association's Annual Conference and ends on the last day of the Annual Conference three (3) years thereafter.

The term of office for Members begins on the day following the close of the Association's Annual Conference and ends the day following the close of Annual Conference three (3) years thereafter.

In the event of a vacancy on the Standards Board, the Chair may appoint a Member with the concurrence of the Vice Chair to complete the unexpired term. This appointment must be approved by a 2/3rds majority vote of the Standards Board. Serving an unexpired term does not affect said appointee's ability to serve an additional full 3-year term thereafter, assuming that said appointee has not already served a full 3-year term prior to their appointment to fulfill an unexpired term.

6. DESIRED KNOWLEDGE, SKILLS AND ABILITIES (KSA's) OF MEMBERS

The desired KSA's of a Standards Board Member are:

- Broad understanding of the corrosion technologies community and its future directions
- Understanding of how standards are used in the design, manufacture, test, inspection, maintenance and certification of products and processes including the roles that industry, government, and regulatory agencies play
- Understand of standards development (both by voluntary consensus bodies and in-house company programs)
- Broad industry contacts and links to other organizations
- Awareness of emerging trends and technologies impacting the corrosion sciences
- Knowledge of or experience in NACE and the broader range of its activities
- Leadership skills including:
 - Ability to achieve consensus
 - Team building and facilitation
 - Ability to set achievable strategies and goals
- Program management skills including the ability to set metrics in order to drive desired behaviors within the Standard Program
- Ability to put aside personal preferences for the good of the NACE Standards Program and the Association in general.
- Willingness and authority to assume responsibility for actions taken by the Standards Board
- Possess and maintain a broad understanding of the corrosion sciences community and its future directions
- Accountability, sponsorship and support from the Member's employer

7. COMMITMENT AND RESPONSIBILITIES OF STANDARDS BOARD MEMBERS

All Members, including officers of the Standards Board, are expected to:

- Attend two face-to-face Standards Board meetings per year held during the NACE Annual Conference and Corrosion Technology Week
- Attend all regularly scheduled and ad hoc virtual meetings
- Respond to ballots and other correspondence in a timely manner
- Actively engage and participate in all Standards Board activities
- Contribute to the carrying out of the roles and responsibilities of the Standards Board
- Possess and maintain a broad understanding of the corrosion sciences community and its future directions
- Function as ambassadors and champions of the NACE Standards Program

Missing more than two consecutive unexcused meetings or lack of engagement can result in a Board Member being removed.

8. RESPONSIBILITIES OF STANDARDS BOARD OFFICERS

8.1. Chair Responsibilities

The Standards Board Chair shall:

- Preside at Standards Board meetings
- Represent the Standards Board at other NACE meetings

- Serve as a voting Director on the NACE Board of Directors
- Approve agendas for the Standards Board meetings
- Approve draft minutes, reports and communications prior to circulation

The Chair shall keep the Vice Chair informed on all activities.

The Chair shall be responsible for submitting written reports on the activities of the Standards Board to the NACE Board of Directors. These reports shall be forwarded to the Chief Executive Officer for attachment to the NACE Board meeting agenda at least 30 days prior to the scheduled meeting.

The Chair shall submit any Standards Board recommendations to the NACE Board for possible action.

8.2. Vice Chair Responsibilities

The Vice Chair is responsible for fulfilling the duties and obligations of the Chair in the absence of the Chair.

The Vice Chair shall be knowledgeable of the Standards Board activities so that the duties of the Chair can be assumed when necessary.

8.3. Past Chair Responsibilities

The Past Chair shall serve as advisor to the Standards Board Chair and shall assume the duties of the Chair if the Vice Chair is unable to fulfill those duties.

8.4. Board Secretary Responsibilities

The role of the Standards Board Secretary is a non-voting position and is fulfilled by NACE Staff. The Secretary shall:

- Record and distribute meeting minutes
- Coordinate all correspondence
- Arrange meeting logistics
- Advise the Standards Board and any of its subgroups on NACE operational, legal, and policy requirements
- Keep records of the disposition of all Standards Board matters
- Maintain the Standards Board roster and attendance records
- Maintain and update the Standards Board website
- Be the focal point for directing or arranging for any additional staff support to the Standards Board

9. MEETINGS/RULES/QUORUMS

The Standards Board shall meet in person during the Association's Annual Conference and at Corrosion Technology Week. The Standards Board shall also meet during the year as often as necessary to conduct its business, usually by remote access.

The Chair shall develop an agenda which must be distributed by Headquarters to Committee members at least 14 days prior to a meeting.

Minutes of meetings shall be recorded and distributed to all Committee members by the Committee Staff Liaison within 60 days of the meeting.

Current portions of Roberts Rules of Order that pertain to committees shall be followed unless otherwise directed in this Operating Manual.

A quorum to conduct business will be a simple majority of the Standards Board voting members.

10. VOTING PROCEDURE

A 2/3rds majority of all voting members of the Standards Board shall be required for approval of actions by the Standards Board. This includes revisions to the Standard Board Operating Manual or removal of a Standards Board member.

Proxies are not allowed.

Letter ballots may be used when necessary. Letter ballots shall be distributed to all voting members with a minimum of 14 days allowed for return. Facsimile or electronically transmitted ballots are permitted. Ballots received after the deadline shall not be counted. A 2/3rds majority of all voting members shall be required for approval.

11. REVISIONS TO MANUAL

This Manual shall be reviewed by the Standards Board at least once every five (5) years for revision or reaffirmation.

Revisions or reaffirmations of this Manual shall require a two-thirds affirmative vote of the voting members of the Standards Board. The revised or reaffirmed Manual shall be submitted to the Policy Committee for review and endorsement of changes. The Policy Committee shall submit the operating manual to the Board for approval.

The latest date of NACE Board approval shall be placed on the cover of the Manual and said revisions will replace all previous versions. If minor revisions/reaffirmation only are made to the manual, then the date of the overall approval and the date of the revisions/reaffirmation shall then be shown on the cover. The latest Manual approved shall govern.

This manual is subject to revision directly by the Board of Directors of the Association, at its sole discretion.

12. NACE POLICIES

The Standards Board shall operate within the rules of NACE INTERNATIONAL Policies and Procedures.

REVISIONS AND APPROVALS

Version Number	Date Changed	Change Description	Approved By (Name and Title)	Date Approved
1				
2				
3				
4				
5				