

GUIDELINES FOR ASACOS NOMINATING COMMITTEE

Composition and Duties

The ASACOS Nominating Committee shall be appointed for a one-year term annually by the Chair of ASACOS at the Fall meeting.

Composition: At least four members of ASACOS, of which at least two shall be representatives of ASA Technical Committees.

Duties: To develop or report nominations as appropriate for the following four categories to be submitted to ASACOS for approval at its Fall meeting.

I. ASACOS* Officers and Members

A. ASA Standards Director

Nomination for the ASA Standards Director, who serves as Chair of ASACOS, appointed by the Executive Council upon the recommendation of ASACOS. The Standards Director shall be eligible for reappointment. The term of office is not to exceed three years, with the term of office to be stated at time of appointment. The term of office shall begin immediately following the close of the ASA Spring meeting. The Standards Director is eligible for reappointment.

B. Vice Chair of ASACOS

Nomination for the Vice Chair of ASACOS, who is appointed by the Executive Council upon the recommendation of ASACOS. The term of office of the Vice Chair is not to exceed three years with the term to be stated at the time of appointment. The term of office shall begin immediately following the close of the ASA Spring meeting. The Vice Chair shall be eligible for reappointment.

*Even though an individual serves on ASACOS by virtue of more than one office, each individual shall have only one vote.

An ASACOS member may designate an alternate to serve at an official meeting provided the Chair of ASACOS has been notified in writing prior to the meeting.

I. ASACOS Officers and Members (continued)**C. Other members of ASACOS****1. Chair and Vice Chair of each Standards Committee**

Nominations shall be made for the Chair and/or Vice Chair for each Standards Committee if either term will expire or the office is vacated. Nominees should be selected from the present membership of the Standards Committee. If a nominee for Chair is not already a representative to that Standards Committee, he/she should also be nominated as the ASA representative, to that Standards Committee. However, in the event the Chair or nominee for Chair is already a representative of another organization, then the nominee for Vice Chair shall be nominated as the ASA representative to that Standards Committee.

The term of appointment is not to exceed three years, with no more than one successive renewal, effective following the ASA Spring meeting. These appointments are made by the ASA Standards Secretariat, subject to approval by the Standards Committees. Nominees for the Chair and Vice Chair should be members of the Acoustical Society. Nominees for additional members, if any, shall be members of ASA.

2. Representatives of ASA Technical Committees

One representative of each ASA Technical Committee that declares its desire to be represented.

The representative of each ASA Technical Committees is appointed by the ASA President upon advice of the ASA Standards Director and approval by the ASA Executive Council. These appointments are for one year, have renewable terms, and take effect following each Spring meeting. If a vacancy occurs, an interim appointment can be made by the ASA Standards Director after receipt of a written request from the ASA Technical Committee Chair. Each representative should be a member of the Technical Committee represented and shall be proposed to ASACOS in writing by the Chairman of the ASA Technical Committee.

The ASA Technical Committee Chairs are contacted by the Nominating Committee to submit names of persons to serve on ASACOS for one-year renewable terms following the close of the ASA Spring meeting.

I. ASACOS Officers and Members (continued)

D. Non-Voting members of ASACOS

1. The Chairs of the U.S. Technical Advisory Groups (TAGs) for which ASA holds the Secretariat;
2. The immediate past Chair of ASACOS;
- *3. The ASA representative to the ANSI Acoustical Standards Board (ASB); and
4. Associate Editors of the *Standards News* section of *JASA*.

These appointments are for one year, are renewable, and take effect following the ASA Spring meeting. Nominees shall be members of the Acoustical Society.

***Note:** The ASB was disbanded in December 1997.

II. Standards Committee appointments

- *A. Individual Experts for each Standards Committee.
- B. Individual Experts to serve on the Standards Committees for which ASA holds the Secretariat, upon recommendation of the standards Committee Chair, Vice Chair, and Secretariat, for one-year renewable terms, effective following the ASA Spring meeting. These appointments are subject to ratification by the Standards Committees.

***Note:** See attached Policy regarding Individual Experts

III. Chairs of the Technical Advisory Groups (TAGs) for the international standards advisory groups for which

- ASA has been designated by ANSI as the official Technical Advisory Group (ISO),
or
- ASA maintains a Technical Advisory Group for the Technical Advisor (USNC for IEC), where appropriate.

These appointments are subject to ratification by the TAG (Standards Committee).

***IV. ASA representatives to all Standards Committees on which ASA maintains organizational membership**

In considering appointments of ASA representatives (and alternates, where appropriate) to various Standards Committees, the Nominating Committee shall examine the activities of the current ASA representatives (based on reports furnished at half yearly intervals to the ASA Standards Secretariat).

These appointments are for one year, are renewable, and are subject to approval by the Technical Advisory Group. Nominees should be members of the Acoustical Society.

The Standards Manager will supply the ASACOS Nominating Committee with a copy of

- the ASACOS Operating Policy and Procedures;
- the Standards Committee Procedures (which Accredited Standards Committees S1, S2, S3 and S12 follow under the ANSI Accredited Committee Procedures)
- the previous ASACOS Nominating Committee Report; and
- any other material that is pertinent to the duties of the ASACOS Nominating Committee

The ASACOS Nominating Committee Report should be submitted to the Chair of ASACOS and the ASA Standards Secretariat at least one month prior to the Fall Meeting of ASA to allow for its circulation. Any disagreement on the nominations should be referred to the Chair of ASACOS.

***Note:** Further to ANSI Procedures, ASA representatives and/or alternate representatives shall not represent any other organization on the same Standards Committee unless the appointments have been approved by the organizations involved and the relevant Standards Committee Members.

October 1998

Policy Regarding Individual Experts
as agreed to at the ASACOS meeting
held in Norfolk, Virginia, on Tuesday,
14 October 1998

- (1) Individual Experts should be listed in the front pages of each published standard or technical report produced by the S Committee. This continues the present policy that lists: i) the officers of the S Committee, (ii) its organizational members, (iii) its individual experts, and (iv) the members of the working group that prepared the draft(s), or those who assisted the S Committee, if there was no working group.
- (2) An Individual Expert should not be dropped from the list of Individual Experts of a given S Committee upon appointment as the chair of a working group, or as an organizational member. Continuity of the Individual Expert list is important.
- (3) Individual Experts will be appointed and reconfirmed annually, as required by ANSI procedures.
- (4) There will be periodic review of the list of Individual Experts. Provision is given for the removal of an Individual Expert on account of prolonged inactivity.

A more thorough performance review of all the Individual Experts of a given S Committee will be conducted at least once every three (3) years. Performance factors to be considered in the review will include: commenting on documents, serving on working groups, and service to the ASA Committee on Standards (ASACOS) in broader capacities.