

June 19, 1917.

REPORT OF  
JOINT COMMITTEE ON ORGANIZATION  
OF AMERICAN ENGINEERS STANDARDS COMMITTEE  
TO THE GOVERNING BOARDS OF THE

A.S.C.E., A.S.M.E., A.I.M.E., A.S.T.M., A.I.E.E.

PREAMBLE

At the present time many bodies are engaged in the formulation of standards. There is no uniformity in the rules for such procedure in the different organizations; in some cases the committees engaged in the work are not fully representative, and in a considerable proportion of cases they do not consult all of the allied interests. The present custom results in a considerable duplication of work and there are in some fields several "standards" proposed for the same thing that differ from each other only slightly and that often in unimportant details. It is very much more difficult to obtain agreement between the proposers of overlapping standards after they have been published than it would be to get the proposers to agree before they had committed themselves publicly.

The A.I.E.E., the A.I.M.E., the A.S.C.E., the A.S.M.E. and the A.S.T.M., having appointed this committee to consider the advisability of cooperating in Engineering Standardization: We recommend that these societies form a permanent organization by appointing a committee as proposed in the following constitution and rules of procedure to carry on this important work.

CONSTITUTION

1. The name of this committee shall be the American

-2-

Engineering Standards Committee, hereinafter referred to as the Main Committee.

2. The object of this committee is to unify and simplify the methods of arriving at engineering standards; to insure co-operation between the different societies; and to prevent duplication of work.

3. This committee shall be composed of three representatives from each of the societies mentioned in the preamble and from such other societies as may be added later; the appointments to be made by the governing bodies of the respective societies.

4. At its first meeting the committee shall divide itself into three groups, to serve one, two and three years, one representative of each society to be in each group. Each year after the first, each society shall appoint one representative to serve for three (3) years. Representatives may be reappointed. A vacancy shall be filled by the society to which the retiring representative belonged.

5. Officers. The committee shall elect annually a chairman and vice-chairman from its own membership. Officers so elected shall serve for one year, or until their successors are elected. These officers shall not serve for more than three consecutive terms. Vacancies may be filled by election at any regular or special meeting, providing notice has been given in the call for the meeting.

6. The committee shall elect from its own members an ~~Executive~~ Committee of not less than five (5) and may delegate

to it any of its powers, except that of approving "Recommended Practices" and "American Standards." (see Paragraph 13).

7. The Executive Committee shall engage a secretary who shall not be a member of the committee. This engagement shall be made annually within three (3) months of the annual election.

8. Meetings. The committee shall hold at least four (4) regular meetings each year on specified dates. It may hold additional meetings at any time at the call of the chairman on not less than ten (10) days notice.

9. Quorum. A quorum of the Main Committee for the transaction of business shall consist of at least two-thirds (2/3) of the membership of the committee. A quorum of the Executive Committee shall be not less than a majority.

10. Duties. The chief duties of the Main Committee shall be:

- a - To receive and pass upon recommendations for standards submitted by Sectional Committees, but not to deal with the details of any particular standard.
- b - To formulate rules under which the Sectional Committees shall be constituted, organized and conduct their work.
- c - To maintain a central office in the United Engineering Societies' building in New York with a paid full time secretary, which office shall also serve as a bureau of information.

11. A Sectional Committee is a committee whose personnel or composition has been approved by the Main Committee as being

sufficiently comprehensive and authoritative to prepare a particular standard or group of standards, for submission to the Main Committee. It may be: the standing committee on Standards of an individual "co-operating society"; a special committee appointed by a "co-operating society" for the consideration of a special standard or group of standards within the obvious field of that society; a joint committee appointed by two or more societies; or as in such a case as that of the A.S.T.M., the society itself.

12. The term "Cooperating Society" as here used refers not only to any one of the societies represented on the Main Committee but also to any other society, a Government Technical Body such as the Bureau of Standards or an Army or Navy Construction Board, a Public Service Commission, or any other Significant body vitally concerned with engineering standards. It is understood, however, that as far as relates to the standards proposed, all cooperating societies shall abide by the rules laid down by the Main Committee.

13. Any proposed standard submitted to, and approved by, the Main Committee shall be known as "Recommended Practice", or when, in the opinion of this committee it has proven its suitability, it shall be recommended as an "American Standard."

14. The approval as "Recommended Practice" of any standard submitted to the Main Committee shall require the affirmative vote of three-fourths (3/4) of the committee; the advance of status from "Recommended Practice" to "American Standard" shall require an affirmative vote of 90% of the main committee.

Such votes may be by letter ballot. Letter ballots may be ordered at any regular or special meeting of the Main Committee.

15. Expenses. As soon as possible after its organization the Main Committee shall make an estimate of its expense for the first year and submit it to the governing bodies of the societies represented on the Main Committee for their approval; such approval includes the pledge of each society for such share as may be agreed upon. After the first year the Main Committee shall present an annual budget to the governing bodies of the societies represented, not later than December 1, each year.

Funds of the committee shall be in the custody of the secretary, who shall be placed under suitable bond, and shall be disbursed by him on vouchers signed by the chairman or vice-chairman.

16. Amendments must be proposed in writing at least thirty (30) days before the meeting of the Main Committee at which they are to <sup>be</sup> voted on. If passed by a three-fourths (3/4) majority of those present, they shall be referred to the Governing Boards of all of the societies represented in the Main Committee, and shall become operative only when all of these Boards have given their approval.

#### RULES OF PROCEDURE.

1. Each cooperating society shall notify the Main Committee of the names and affiliations of the members of, and the field covered by, any existing or proposed committee dealing with a standard of any kind. It shall also send to the Main Committee not less than twenty (20) copies of each standard which it has in force.

This information shall be assembled, classified and kept up to date by the Secretary of the Main Committee and shall be accessible at any time to each of the cooperating societies.

2. Any proposal for a particular standard or group of standards shall be referred to the Main Committee which shall designate an appropriate sectional committee to carry on the work.

3. Composition of Committees:

(a) Sectional Committees dealing with standards of a commercial character, (specifications, shop practices, etc.) shall be made up of representatives of producers, consumers and general interests; no one of these interests to form a majority. A producer is a person or the representative of a firm or corporation directly concerned in the production of the commodity involved. A consumer is a person or the representative of a firm or corporation that uses the commodity involved, but is not directly concerned with its production. General interests include independent engineers, educators and persons

who are neither consumers nor producers, as defined above.

(b) Sectional Committees dealing with standards of a scientific or non-commercial character shall consist of persons specially qualified, without regard to their affiliations.

4. Sectional Committees may consult specialists or obtain any other evidence they may deem advisable.

5. Every report of a Sectional Committee shall include a list of its members with a statement of their business, professional and technical society affiliations. The final vote shall be stated in detail and attested by the signature, personal or authorized, of each member voting.

6. Should a Sectional Committee be unable to agree on a report by a three-fourths majority, then the Main Committee may request the appointing society or societies to discharge it and appoint a new one; or the Main Committee may, with the approval of the societies interested, appoint a special committee to hear both sides and present recommendations.

7. Cooperating societies shall not, in their publications, use the terms "Recommended Practice" or "American Standard" except in connection with standards that have received the approval of the Main Committee.

8. "Recommended Practices" and "American Standards" approved by the Main Committee shall be copyrighted and shall be printed in the official publications of the society or societies proposing them; they shall not be released prior to such publication.

9. Amendments to the Rules of Procedure may be proposed at any meeting of the Main Committee and, if so ordered, shall be sent in full to all members with the notice of a subsequent meeting at which they may be voted on. A three-fourths (3/4) affirmative vote of those present will be required to pass an amendment.

C. A. ADAMS,

Chairman.

Provisionally  
Authorized  
Signatures

(W. H. Burr,  
(J. A. Capp,  
(N. A. Carle,  
(J. H. Gregory,  
(Henry Hess,  
(H. N. Latey,  
(Burr A. Robinson (acting for  
(G. C. Stone (J.W.Richards)

The full membership of your Committee is as follows:

A.S.C.E. W.H.Burr, J.H.Gregory, H.N.Latey.

A.S.M.E. Henry Hess, W.F.Keisel,Jr., Carl Schwartz.

A.I.M.E. George C. Stone, J.W.Richards, J.R.Finlay.

A.S.T.M. A.A.Stevenson, J.A.Capp, Edgar Marburg.

A.I.E.E. C.A.Adams, N.A.Carle, P.Junkersfeld.