

# STRUCTURAL ENGINEERING INSTITUTE POLICIES AND PROCEDURES MANUAL



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# **STRUCTURAL ENGINEERING INSTITUTE** of the American Society of Civil Engineers

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## ARTICLE 1 GENERAL

**1.1 Purpose of Policies and Procedures Manual.** This Policy and Procedures Manual (PPM) outlines the operating procedures of the Structural Engineering Institute (SEI) and is to be used in conjunction with the SEI Bylaws and the American Society of Civil Engineers (ASCE, Society) governing documents.

**1.2 SEI Policies.** The SEI Board of Governors shall be permitted to adopt policies for the Institute with a two-thirds (2/3) vote of the Board and approval of the SEI Managing Director. See ARTICLE 10 for approved SEI Policies.

## ARTICLE 2 MEMBERSHIP

**2.1 Individual Membership.** Membership in SEI shall be open to any Society member in good standing and other persons and organizations interested in advancing the objectives of SEI. SEI membership is required for all committee members, except as noted in ARTICLE 9. Membership is required to vote in SEI elections. Society members shall follow the process defined by ASCE to become a member of SEI. Non-Society members shall follow the SEI process for Institute-Only members.

**2.1.1 SEI Fellow.** Admission to the grade of SEI Fellow shall be by application only. The grade of SEI Fellow is not the same as ASCE Fellow. ASCE Fellows do not automatically receive SEI Fellow Grade, and vice versa. To be considered for SEI Fellow status, an individual shall submit a completed application, the nomination form, and three (3) references to the SEI Fellow Review Committee (SFRC) for review and approval. At least two (2) of the references shall be from current SEI Fellows.

**2.1.1.1 Qualifications.** To be eligible for SEI Fellow membership, an individual shall:

- Be a current SEI member in good standing;
- Be actively involved in an SEI committee or chapter;
- Be a licensed Professional Engineer (P.E.) or Structural Engineer (S.E.) in the United States or equivalent in which the Member resides (if such licensure is available);
- Be nominated by the SEI Board of Governors, the Technical or Professional Community ExCom, an SEI committee or SEI chapter; and
- Have responsible charge for a minimum of ten (10) years in structural engineering that qualifies one to direct, conceive, plan or design engineering works OR ten (10) years of industrial, business, construction, educational, editorial, research, or engineering society activity requiring knowledge and background gained from engineering experience.

**2.1.1.2 SEI Fellow Review Committee.** The SEI Fellow Review Committee (SFRC) is composed of an SEI Fellow, an SEI Past-President, a current SEI Board member, and an SEI Membership Committee member. The Chair of the SFRC shall be appointed by the Professional Community Executive Committee (PC ExCom).

**2.1.1.3 Selection.** Advancement to SEI Fellow requires unanimous assent of the SFRC. The SFRC is authorized to grant waivers of any requirement by unanimous assent.

**2.1.2 Membership Benefits.** In addition to ASCE Member Benefits, SEI Individual Members in good standing shall receive the monthly SEI e-newsletter, STRUCTURE magazine, and Modern Steel Construction magazine. SEI Institute-only Members do not receive Civil Engineering magazine or other ASCE Member Benefits.

**2.2 SEI Sustaining Organizational Membership.** Organizations may financially support the objectives of the Institute through Sustaining Organizational Membership. SEI Sustaining Organizational Membership is based on the calendar year. SEI Sustaining Organizational Membership is separate from and does not include the ASCE Partner Program. There are two categories of SEI Sustaining Organizational Membership: Supporting and Initiative. Any organization that supports the mission and objectives of SEI can become an SEI Sustaining Organizational Member. The SEI Board ExCom reserves the right to refuse membership to organizations that do not align with the Society or Institute's values and mission.

**2.2.1 Supporting Organizational Membership.** Supporting Organizational Membership contributes to the overall objectives of SEI and is not affiliated with any individual Organizational Entity or initiative within SEI. Membership benefits are focused on recognition within SEI. Supporting Organizational Membership has two levels: Sustaining and Elite.

**2.2.2 Initiative Organizational Membership.** Initiative Organizational Membership allows organizations to highlight their financial support of an SEI Organizational Entity of their choice (Choice Initiative). SEI organizational entities eligible to be highlighted through this program must be reviewed and approved by the SEI Managing Director on an annual basis. Only separate entities reporting to the SEI Board and SEI organizational entities affiliated with current SEI Focus Initiatives are eligible to be considered for this program. Initiative Organizational Membership has three levels: Contributor, Ally, and Champion.

**2.2.3 Membership Benefits.** SEI Sustaining Organizational Membership benefits do not include liaison membership to any SEI Organizational Entity. Sustaining Organizational Membership benefits vary by membership category and level and are set by staff.

## **ARTICLE 3 ETHICS AND PROFESSIONAL CONDUCT**

**3.1 Code of Ethics.** All members of SEI are required to adhere to the ASCE Code of Ethics.

**3.2 Procedures for Professional Conduct Cases.** Professional conduct proceedings shall be conducted in accordance with procedures established by the ASCE Committee on Professional Conduct, as defined in the SEI Bylaws.

## ARTICLE 4 FEES AND DUES

**4.1 Institute Dues.** Dues shall be paid in advance of January 1. The ASCE Board of Direction establishes the dues for ASCE members. The SEI BOG establishes the dues for Institute-only Members. Staff establishes the dues for Organization Members. The current Annual Dues are as follows:

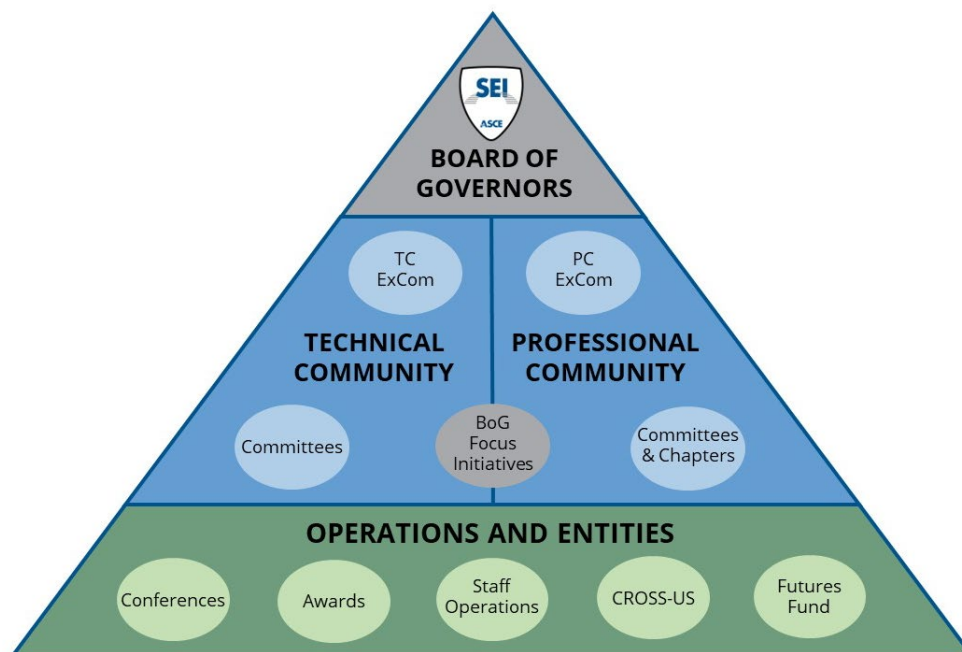
### 4.1.1 Individual Members.

- Student: Equal to ASCE dues for Student Members
- Member: Dues are included in ASCE dues if SEI is selected as the primary Institute; subject to fee if SEI is selected as an additional Institute to ASCE membership.
- Institute-only Member: Equal to ASCE dues for Member
- SEI Fellow: Included in ASCE dues if SEI is selected as the primary Institute; subject to fee if selected as an additional Institute
- SEI-only Fellow: Equal to ASCE dues for Fellow.

**4.1.2 Organization Members.** Dues for Organization Members are shown on the SEI website and vary by membership category and level.

**4.2 Good Standing.** An Institute Member who is current on their obligation to pay dues shall be considered an Institute member in good standing. A member who falls into arrears or is dropped from membership because of failure to pay dues is no longer in good standing.

## ARTICLE 5 MANAGEMENT



5-1: SEI Organizational Structure

**5.1 Board of Governors Fiduciary Duties.** Upon election or appointment to the SEI BOG, and then annually thereafter, Institute Governors shall review and sign a Conflict of Interest form and Affirmation of Fiduciary Duty and Responsibility to Respect Confidentiality forms. The signed forms shall be submitted to the SEI President. See [APPENDIX A](#).

**5.2 Board of Governors Election Rotation.** The SEI BOG approved the following plan to transition to a smaller Board composition by September 30, 2028. Following the transition, the election rotation will include At-Large, Young Professional, Professional Community (PC) and Technical Community (TC) Positions as described from 2027 through 2033 and then repeated.

**5.2.1 Transition Plan.** The transition until Sept. 30, 2028, is described below; Following the transition, this Section is no longer needed in this Manual.



Current BOG		Transition			Final
2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
TAD (Yr 4)	<b>TAD (Yr 1)</b>	TAD 1 (Yr 2)	TAD 1 (Yr 3)	TAD 1 (Yr 4)	TC Position (Yr 2)
TAD (Yr 2)	TAD (Yr 3)	TAD 2 (Yr 4)	Vacate Position	<b>TC Position (Yr 1)</b>	<b>PC Position (Yr 1)</b>
LAD (Yr 4)	<b>LAD (Yr 1)</b>	LAD (Yr 2)	LAD (Yr 3)	LAD (Yr 4)	At-Large (Yr 3)
LAD (Yr 2)	LAD (Yr 3)	LAD 2 (Yr 4)	Vacate Position		At-Large (Yr 4)
<b>BPAD (Yr 1)</b>	BPAD (Yr 2)	BPAD (Yr 3)	BPAD (Yr 4)	Vacate Position	YP (Yr 3)
BPAD (Yr 3)	BPAD (Yr 4)	Vacate Position	<b>At-Large (Yr 1)</b>	At-Large (Yr 2)	
<b>CSAD (Yr 1)</b>	CSAD (Yr 2)	CSAD (Yr 3)	CSAD (Yr 4)	Vacate Position	
CSAD (Yr 3)	CSAD (Yr 4)	<b>At-Large (Yr 1)</b>	At-Large (Yr 2)	At-Large (Yr 3)	
GAD (Yr 4)	<b>GAD (Yr 1)</b>	GAD (Yr 2)	GAD (Yr 3)	GAD (Yr 4)	
GAD (Yr 2)	GAD (Yr 3)	GAD (Yr 4)	Vacate Position		
YP (Yr 2)	YP (Yr 3)	YP (Yr 4)	<b>YP (Yr 1)</b>	YP (Yr 2)	
		<b>Pres. Elect</b>	<b>Pres. Elect</b>	<b>Pres. Elect</b>	<b>Pres. Elect</b>
14	14	14	12	11	9

**Bold** indicates newly elected BOG Member

Note: Table does not include Past-President, President, or ASCE Appointed (1-year each)

**5.2.2 Final Rotation Plan.** The Final (4-year) Rotation for the fully transitioned, smaller Board is illustrated below for years 2027 through 2032. After that, the rotation shall be repeated.

Final Rotation					
2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033
TC Position (Yr 2)	TC Position (Yr 3)	TC Position (Yr 4)	<b>TC Position (Yr 1)</b>	TC Position (Yr 2)	TC Position (Yr 3)
<b>PC Position (Yr 1)</b>	PC Position (Yr 2)	PC Position (Yr 3)	PC Position (Yr 4)	<b>PC Position (Yr 1)</b>	PC Position (Yr 2)
At-Large (Yr 3)	At-Large (Yr 4)	<b>At-Large (Yr 1)</b>	At-Large (Yr 2)	At-Large (Yr 3)	At-Large (Yr 4)
At-Large (Yr 4)	<b>At-Large (Yr 1)</b>	At-Large (Yr 2)	At-Large (Yr 3)	At-Large (Yr 4)	<b>At-Large (Yr 1)</b>
YP (Yr 3)	YP (Yr 4)	<b>YP (Yr 1)</b>	YP (Yr 2)	YP (Yr 3)	YP (Yr 4)
<b>Pres. Elect</b>	<b>Pres. Elect</b>	<b>Pres. Elect</b>	<b>Pres. Elect</b>	<b>Pres. Elect</b>	<b>Pres. Elect</b>
President	President	President	President	President	President
Past-President	Past-President	Past-President	Past-President	Past-President	Past-President
ASCE Appoint.	ASCE Appoint.	ASCE Appoint.	ASCE Appoint.	ASCE Appoint.	ASCE Appoint.

**Bold indicates first year of elected or appointed position**

**5.3 SEI Executive Committee.** The Institute President, President–Elect, Treasurer, Past President, and the Institute Managing Director shall constitute the SEI Executive Committee (SEI ExCom).

**5.3.1 SEI Executive Committee Duty.** The SEI ExCom reports to the Board, derives its authority from the Board and is accountable to the Board. The SEI ExCom is not an entity independent of the Board, but rather is charged with exercising executive and management judgment in those areas designated by the Board including fiduciary, and in keeping the Board informed of its actions. The SEI ExCom may review reports of Board committees and may provide input or alternate recommendations to the Board. All actions taken by the SEI ExCom shall be in accordance with the policies of the SEI Board and the Society and shall be reported to the SEI Board at its next meeting. The Board may choose to take up any topic or revisit any issues under the SEI ExCom’s purview.

**5.3.2 SEI Executive Committee Limitations of Authority.** In accordance with New York Law, the SEI ExCom shall not have the authority to amend or repeal the Bylaws, adopt new Bylaws, fix compensation for Board members to serve on the Board or any committee, expel SEI members, nor to fill vacancies on the Board or on any Board committee.

**5.3.3 General Supervision.** The SEI ExCom shall assist the President in fulfilling responsibilities for general supervision of the affairs of SEI.

**5.4 SEI Managing Director.** The SEI Managing Director's primary responsibility is to lead and coordinate all activities of SEI in order to ensure that programs are responsive to the overall mission of SEI, especially in preparing budgets, tracking and submitting financial reports, and reviewing end-of-year financial performance. The SEI President will have an opportunity annually to provide feedback to the ASCE Human Resources department regarding the performance of the SEI Managing Director.

**5.5 SEI Operations.** SEI Operations shall include all SEI activities that require the signing of contracts, SEI entities with their own established board, any activity that requires the disbursement of SEI funds, or any activity that requires significant staff resources. SEI Operations, and all constituent activities, are under the direction of the SEI Managing Director. With the exception of the SEI Futures Fund, CROSS-US, and SEI Awards, staff can stand up or sunset SEI Operations constituent activities and committees with approval from the SEI Managing Director. SEI activities under the purview of SEI Operations include, but are not limited to:

**5.5.1 SEI Special Projects.** Staff is responsible for all SEI Special Projects that require signed contracts; Memorandums of Understanding; agreements including but not limited to joint conferences; all events, activities, and publications executed jointly with other organizations; grants or third-party contracts for works for hire; and other activities that may arise. When an SEI Special Project is organized and led by an SEI Committee, the SEI Committee Chair shall be responsible for executing and completing the SEI Special Project per the contract, MOU, and/or agreement.

**5.5.2 SEI Conferences and Events.** Staff is responsible for all operational aspects of SEI Conferences and Events. SEI Conferences and Events include but are not limited to conferences, webinars, seminars, workshops, and other meetings, as well as the SEI Standards Series and SEI Technical Sessions.

**5.5.3 SEI Awards.** Staff is responsible for managing the Awards processes and maintains a separate SEI Awards Process document. See the SEI Awards website for a list of current ASCE and SEI Structural Awards. Staff will manage the process for the Awards Selection Committees within the SEI Communities. Staff will coordinate with the Community ExComs to help establish the annual Awards Selection Committees. The Awards Selection Committees shall evaluate all nominations and recommend awards recipients for SEI Board approval. Additional SEI or other institute or ASCE approvals that may be required shall be facilitated by staff within the scheduled timeframe.

**5.5.3.1 New Awards.** The process for establishing new SEI Awards includes approval from Community ExCom and the SEI Board of Governors.

**5.5.4 SEI Communications.** The SEI Managing Director is responsible for official external and internal communications from SEI. Staff is responsible for all SEI internal communications including content creation and updating and maintaining all communication vehicles and platforms. Staff is not responsible for content creation for or maintenance of individual SEI Committee or SEI Chapter communications, including Committee or Chapter Collaborate pages.



**5.5.4.1 SEI Communications Vehicles and Platforms.** Communications vehicles and platforms include, but are not limited to, the following:

**5.5.4.1.1 SEI Websites.** Staff is responsible for all SEI websites, including but not limited to ASCE.org, Structures Congress conference sites, ETS conference sites, cross-safety.org, SELC.org, and SE2050.org. Content developed by organizational entities for SEI websites may be modified or removed at the discretion of staff.

**5.5.4.1.2 SEI e-newsletter.** Staff is responsible for providing a monthly electronic newsletter to members as part of their membership benefits.

**5.5.4.1.3 STRUCTURE Magazine.** Staff is responsible for providing content to STRUCTURE magazine as outlined in the MOU signed by NCSEA, CASE, and SEI; see [APPENDIX D](#). Staff shall oversee and coordinate with the three (3) SEI members on the STRUCTURE magazine Editorial Board. New members are selected by the staff and approved by the SEI ExCom.

**5.5.4.1.4 Social Media.** Staff shall manage the official SEI social media accounts, including but not limited to, Instagram, LinkedIn, and YouTube.

**5.5.4.2 Media Requests.** All media requests and inquiries directed to SEI members must be forwarded promptly to the SEI Managing Director prior to responding to any questions, sending information, or referring calls to a member. All news releases, press statements, advisories, letters and op-eds, guest blog posts or columns, pitch calls, or any other contact with the media must be coordinated through ASCE first. ASCE Media Relations is the only Society entity authorized to issue news releases on ASCE's behalf.

**5.5.4.3 Online Privacy.** ASCE and SEI respect the privacy of their members and visitors to their websites and other digital properties. To protect online privacy, ASCE implemented a policy that may be amended at any time. The current privacy policy is available at <https://www.asce.org/about-asce/privacy>.

## **5.6 Financial Management.**

**5.6.1 Operating Budget.** The SEI Board of Governors shall approve the Institute operating budget for the coming Fiscal Year prior to submittal to ASCE. Review of the proposed SEI annual budget shall take place during the ASCE Program and Finance Committee meeting. Final approval of the SEI budget shall be given by the ASCE Board of Direction before the appropriate Fiscal Year.

**5.6.2 Unbudgeted Expenses.** The SEI ExCom shall review the SEI finances monthly. All unbudgeted expenditures shall be reviewed and approved by the SEI ExCom.

**5.6.3 Committee Expenditures.** The SEI Managing Director, or as designated to appropriate SEI Staff, must give advance authorization for any Committee expenditure including approval of committee members eligible for Travel Reimbursement.

**5.7 Fiscal Operations.** The SEI Managing Director shall be responsible for the collection and proper accounting of all monies due to SEI and for the transfer of such monies to the appropriate financial accounts of SEI or ASCE.

**5.8 Institute Reserves.** The ASCE Institute Operating Procedures (IOP) outlines the requirements for SEI reserves. A copy of the most current IOP is available at the following link: [2021 IOP - Final.pdf](#)

**5.9 Reporting.** As defined in the SEI Bylaws, the SEI Managing Director shall provide the SEI Board of Governors with a full and correct statement of the affairs of SEI, including but not limited to, a balance sheet and fiscal statement of operations for the preceding year. This report is permitted to be provided outside of a meeting. The Board is permitted to discuss the reports at the next scheduled Board Meeting.

**5.10 Audit.** The annual audit occurs in conjunction with the ASCE annual audit. The SEI financial books and records shall be made available to ASCE upon reasonable notice.

## **ARTICLE 6 OFFICERS AND GOVERNORS**

**6.1 General.** SEI Officers include the President, President-Elect, Past-President, Secretary, and Treasurer. All officers are subject to these general requirements.

**6.1.1 Compensation.** Officers, Directors, and Governors of the Institute do not receive compensation for services or for time spent on SEI activities but may be reimbursed for travel per ASCE Policy and for approved direct expenses.

**6.1.2 Terms.** All terms follow the Fiscal Year and begin on Oct. 1 and end on Sept. 30. Officers and Governors may not serve as an Officer or Voting Member of a Community Executive Committee during their term on the SEI Board.

**6.2 President.** The President is the highest elected officer of the Institute, working in partnership with the Institute Managing Director.

**6.2.1 Duties.** The President chairs the Board and the SEI ExCom and exercises those executive functions defined by the Institute's governing documents. The President represents the Institute, domestically and internationally, to members and others, and in this role strives to educate and motivate members and potential members, strengthen the Institute, fulfill Institute goals, and implement Board decisions. The President is a member of the ASCE Technical Region Board of Governors (TRBG) and is required to attend all TRBG meetings. The President shall attend meetings of the ASCE Board of Direction; virtual attendance is permitted. If unable to attend the ASCE Board meeting, the President shall ask another member of the SEI ExCom or the SEI Board to attend instead.

**6.2.2 Limits of Authority.** The President must have approval of the Board when establishing or changing any policy matter and does not have authority to use Institute resources or expend Institute funds without the specific concurrence of the Institute Managing Director, the SEI ExCom, or the Board.

**6.2.3 Relationship to Others.** The President is accountable to the Board and consults the Institute Managing Director on all matters pertaining to Institute policies, programs, and finances. The President is advised by the SEI ExCom and SEI Advisory Council.

**6.2.4 Knowledge and Experience Required.** The President shall be an Institute member in good standing meeting the qualifications as outlined in the SEI Bylaws (including licensure) and as noted herein. The President shall have current knowledge and understanding of the Institute's organization and governance. The President shall have professional credibility including leadership skills, management experience, and significant career accomplishments; should be a confident communicator and presenter; and additionally, shall be a visionary planner, a motivator, have the ability to work in teams, be a negotiator, conflict manager and consensus builder.

**6.3 President-elect.** The President-elect serves on the Board to prepare for a term as President.

**6.3.1 Duties.** The President-elect serves as the communications link between the Institute and its Organizational Entities; serves as a member of the Board and SEI ExCom; serves on Board committees as assigned; and serves as an ex-officio member of all other Board committees. The President-elect represents the Institute with other associations, industry groups or other organizations as requested by the President, SEI ExCom or Board. The President-elect plans and prepares for a term as President, sets goals and develops structure for the upcoming administration, and has considerable authority to select and focus on key goals and themes for the upcoming term in the presidential office. The President-elect attends all meetings of the SEI ExCom and performs such other duties and assumes such responsibilities as assigned by the President, SEI ExCom or Board.

**6.3.2 Limits of Authority.** The President-elect does not have authority to use Institute resources or expend Institute funds without the specific concurrence of the Institute Managing Director, SEI ExCom, or Board; and shall conform to the Institute's governing documents.

**6.3.3 Relationship to Others.** The President-elect is accountable to the Board and works closely with the President so as to fully understand the duties of that office and to ensure a smooth transition.

**6.3.4 Knowledge and Experience Required.** The President-elect shall be an Institute member in good standing meeting the qualifications as outlined in the SEI Bylaws (including licensure at time of presidency) and as noted herein. The President-elect shall have current knowledge and understanding of the Institute's operations and governance. The President-elect shall have professional credibility including leadership skills, management experience, and significant career accomplishments; should be a confident communicator and presenter; shall be a visionary planner and motivator; and shall have the ability to work in teams as a negotiator, conflict manager, and consensus builder.

**6.4 Past President.** The Past President provides to the Institute the experience and knowledge gained while serving as President and serves to assure continuing utilization of experience and knowledge gained while President.

**6.4.1 Duties.** The Past President is a member of Board Committees as assigned; serves as a member of the Board and SEI ExCom; advocates Institute policies; and performs such other duties as may be assigned by the President, Board, or SEI ExCom; and other duties as they arise; and attends all meetings of the SEI ExCom. The Past President is the chair of SEI Advisory Council.

**6.4.2 Limits of Authority.** The Past President has decision-making authority as assigned by the Bylaws and delegated by the Board.

**6.4.3 Relationship to Others.** The Past President is accountable to the Board and supports and advises the President and President-elect.

**6.4.4 Knowledge and Experience Required.** The Past President shall be an Institute member in good standing meeting the qualifications as outlined in the SEI Bylaws (including licensure) and as noted herein. The Past President, having served as President, shall possess the same knowledge, experience, and skills required of the President-elect and shall have a more complete knowledge of the Institute's history, culture, and organization.

**6.5 Secretary.** The Institute Managing Director shall serve as Secretary and attend all meetings of the Institute, of the Board, and of the SEI ExCom, prepare the agendas thereof, record the minutes thereof, and maintain all corporate documents.

**6.5.1 Additional Duties.** The Secretary shall execute SEI Board elections (including but not limited to resolving issues with elections, providing names of Official Nominees to the Institute membership; providing a ballot to voting members prior to the Institute election; receiving completed election ballots; setting dates for closing of the Institute election and for the counting of election ballots; and notifying those elected); give advance authorization for funding of committee meetings and meetings of the Board and SEI ExCom meetings; receive reports from committees and representatives to external organizations; and other duties as they arise.

**6.5.2 Limits of Authority.** The Secretary has decision-making authority as assigned by the Bylaws and delegated by the Board.

**6.5.3 Relationship to Others.** The Secretary is accountable to and serves at the pleasure of the Board.

**6.5.4 Knowledge and Experience Required.** The Secretary shall be a Society and Institute member in good standing and shall possess knowledge of and commitment to the Institute, the Institute and Society governing documents, operating procedures, policies, goals and objectives, and parliamentary procedure.

**6.6 Treasurer.** In partnership with the SEI Managing Director, the Treasurer shall provide financial oversight on behalf of the Board, oversee preparation and implementation of the Institute's operating budget, and provide guidance in establishing the Institute's financial goals and objectives.

**6.6.1 Additional Duties.** The Treasurer serves as the financial officer; monitors the Institute's operational budget; assists the Board in its review of actions related to its financial responsibilities; monitors budget performance; works with the Institute Managing Director and President to ensure appropriate financial reports are made available to the Board on a timely basis; assists the Institute Managing Director and President in preparing the annual budget and future projections for approval by the Society's Board of Direction; and attends all meetings of the SEI ExCom.

**6.6.2 Limits of Authority.** The Treasurer does not have authority to use resources and expend Institute funds within established guidelines or without the specific concurrence of the Institute Managing Director, SEI ExCom, or Board.

**6.6.3 Relationship to Others.** The Treasurer is accountable to the Board.

**6.6.4 Knowledge and Experience Required.** The Treasurer shall be an Institute member in good standing. The Treasurer shall possess knowledge of and commitment to the Institute's governing documents, operating procedures, policies, goals and objectives; and shall possess an understanding of association accounting.

**6.6.5 Appointment.** The position of Treasurer shall be appointed by the SEI Board by a majority vote. The Board shall vote on candidates that are nominated by the Nominating Committee. The Treasurer is not an Elected position. The candidates for Treasurer shall be on the Board of Governors.

**6.7 Institute Governors.** Institute Governors represent the Institute's best interests as a member of the Board; monitor and steer the Institute toward its goals; and act as the conduit between Institute Operations, Organizational Entities, and the members. Institute Governors shall meet the qualifications of both this section and the SEI Bylaws.

**6.7.1 Elected Institute Governors.** There shall be five (5) Elected Institute Governors on the Board. One (1) Elected Institute Governor shall be recommended from each of the Technical and Professional Communities; two (2) At-Large Governors; and one (1) Young Professional Governor who qualifies as a Younger Member at the time of election.

**6.7.2 Society-Appointed Institute Governor.** The Society's Board of Direction shall appoint one (1) individual to serve as an Appointed Institute Governor.

**6.7.3 Limits of Authority.** Institute Governors do not have authority to use resources and expend Institute funds without the specific concurrence of the Institute Managing Director, the SEI ExCom, or the Board.

**6.7.4 Relationship to Others.** Institute Governors are accountable to the Board and responsible to the members to plan, organize, direct, manage, and carry out events to engage and serve members in the Institute.

**6.7.5 Knowledge and Experience Required.** Institute Governors shall be Institute members in good standing and should have professional credibility including leadership skills, management experience and significant career accomplishments; should be a confident communicator and presenter, visionary planner and motivator; have the ability to work in teams, be a negotiator, conflict manager and consensus builder. Institute Governors shall also have skills in communicating with members and the public, in government relations and advocacy, and in conducting events which will engage and serve members.

**6.8 Financial Expectations of Institute Governors.** The Institute reimburses Institute Governors for approved travel expenses in accordance with Society and Institute Travel Policy. An Institute Governor bears all other expenses.

**6.9 Removal from Office.** An Institute Officer or Governor may be removed from office by a two-thirds (2/3) vote of the Board if the Officer or Governor is incapacitated, negligent in the performance of duties of the office, or fails to remain an Institute member in good standing. Concurrence from the Society's Board of Direction is required prior to removal by the Institute Board.

**6.9.1 Absences from Regular Meetings of the Board.** Per the SEI Bylaws, Governors who miss two consecutive meetings are automatically removed from the Board roster. Institute Governor shall seek an excused absence from the SEI President in advance of a regular meeting of the Board. The President and Institute Managing Director shall inform the Institute Governor of the Governor's removal from the Board roster. Society Board of Direction concurrence is not needed.

## **ARTICLE 7 NOMINATIONS AND ELECTIONS**

**7.1 Election Cycle.** The Election Cycle for the Institute's elected Board members shall commence on March 1, regardless of whether this date falls on a weekend or holiday and shall cease on the final date for ballot submission as stipulated by the SEI Managing Director.

**7.2 Notification of Vacancy for Institute Offices.** The Nominations and Elections Committee shall publish not later than April 1 in an Official Institute Publication a statement of openings for the Institute's elected positions for the upcoming year.

**7.3 Expectations of Candidates for Institute Office.** The Institute expects all Candidates for office to review the Institute's governing documents, consult with the incumbent office holder, and become familiar with the activities of the Institute prior to declaring their intent to pursue office.

**7.4 Election Materials.** All Candidates for elected office shall submit to the Chair of the Nominations and Elections Committee by April 15 a Letter of Intent to Serve and the required Election Materials.

**7.4.1 Letter of Intent to Serve.** The Letter of Intent to Serve shall confirm the Candidate has reviewed the qualifications for the position being sought, understands the financial and personal commitment required, and intends to comply with the responsibilities required for service. The Letter of Intent to Serve shall also include a 300-word "Goals/Vision Statement" describing the Candidate's goals for their term including any plans or activities they will champion.

**7.4.2 Photograph.** All Candidates for elected office shall submit a high-resolution color photograph of the head and shoulders only in a professional setting, suitable for publication. The photograph shall be submitted with the Candidate's Letter of Intent to Serve

**7.4.3 Biographical Statement.** All Candidates for elected office shall develop a Biographical Statement that shall conform to the format specified by the Nominations and Elections Committee. The Biographical Statement shall be submitted with the Candidate's Letter of Intent to Serve and not exceed 200 words.

**7.4.4 Resume or CV.** All Candidates for elected office shall submit a current resume or curriculum vitae (CV).

**7.5 Slate of Nominees.** The Nominations and Elections Committee shall select from the declared Candidates up to two (2) Nominees for each of the vacant elected offices and submit the Slate of Nominees to the Board no later than May 1. The Board shall approve the slate before it goes to the ballot.

**7.5.1 Official Nominees.** The Board may select one (1) or more of the Nominees presented by the Nominations and Elections Committee for each elected office. The Board may include one (1) additional Nominee from the candidate pool or designate an alternative Nominee from the candidate pool in lieu of a Nominee submitted by the Nominations and Election Committee. The selected Nominees shall be identified as Official Nominees.

**7.6 Election Ballot.** The election ballot shall include the names of all Official Nominees for Institute elected office. In Institute elections, proxy voting is allowed to the extent that members may authorize the Secretary to cast their electronic proxy ballot for designated Nominees.

**7.7 Distribution of Ballot.** For all voting members of the Institute in good standing as of April 1, with a valid e-mail address on file, the current year's election ballot and instructions for voting shall be distributed no later than July 1. Institute members that renew after April 1 shall not be eligible to participate in the current year's election.

**7.7.1 Campaign Materials.** Neither Candidates nor Nominees for elected office nor their supporters shall produce or distribute signs, giveaway materials (e.g., key chains, pens, buttons, pins), press kits, or similar items. Candidates and Nominees for elected office may contact members to discuss their candidacy. However, contact with members of the Nominating Committee regarding nomination shall cease at least ten (10) days prior to the Nominating Committee meeting.

**7.7.2 Endorsements by SEI Board.** Members of the Board should consider themselves as neutral stewards of the election, using their influence to promote impartiality, fairness, excitement, and engagement from the members in the election. Board members should encourage members to review the qualifications of all Nominees so they can make an informed decision. A Board member may share their view of the Nominees privately when asked by an individual member. Board members should not endorse or actively campaign on the behalf of any Nominee.

## **7.8 Tallying of the Ballots.**

**7.8.1 Deadline for Receipt of Ballots.** The polls for the election shall close at the end of business on July 31 and the ballots shall be tallied on August 1, except that if either date falls on a Saturday, Sunday or holiday, the Secretary shall change either or both dates so that the close of balloting and the tallying of ballots shall fall on business days, and provided further that election ballots shall be tallied not later than August 5.

**7.8.2 Validation by Tellers Committee.** The election results shall be verified under the supervision of no fewer than three (3) Tellers who shall be appointed by the President. The Tellers shall be voting members of the Institute in good standing and comprise the Tellers Committee. No tally or listing of votes cast in any Institute election shall be permitted until after the polls have closed and then only by the Tellers Committee. The person who receives the largest number of valid votes for an office shall be declared elected. In the event of a tie between two (2) or more persons for the same office, selection shall be made by the Board from the persons so tied.

**7.8.3 Rejection of Ballots.** Ballots that violate any of the published instructions for balloting may be rejected. The ruling of the Tellers Committee relative to the rejection of ballots is subject only to appeal to the Board by the Nominee whose ballots were in question.

**7.8.4 Rejection of Vote.** Write-in votes are not accepted.

**7.8.5 Notification of Nominees.** Immediately following the validation of the ballots, the Secretary or their designee shall notify all Nominees of the election results.

**7.9 Announcement of Election Results.** Following notification of election results to the Official Nominees, the Secretary or their designee shall announce to the Board the names of the individuals elected. A general announcement shall also be published in an Official Institute Publication. A voting member may request the full election report by submitting a written request to the Secretary.



**7.10 Elections Timeline.** Election timeline for SEI Board of Governors and Officers shall be as follows:

Activity	Date Open	Date Close	Comment
Election Cycle OPEN	March 1	Aug. 31	Six month cycle
Notification of Vacancies	March 1	April 1	SEI Newsletter/Social Media notification to membership; Board and Community ExComs notified directly
Candidate Letter of Intent submitted (with photo and bio)	March 1	April 15	Submit to the Chair of Nominations and Elections Committee
Slate of Nominees submitted to the SEI BOG	April 15	May 1	The slate of nominees should include candidates for both elected and appointed positions.
Slate of Nominees approve by SEI BOG	May 1	June 1	Approve slate for elections; Appoint Treasurer
Distribution of Ballots to Member	June 1	July 31	
Validation by Tellers Committee	Aug. 1	Aug. 5	
Notification of Nominees	Aug. 2	Aug. 6	
Election Results Announced	Aug. 3	Aug. 31	SEI Newsletter and Social Media

**7.11 Nominations for Treasurer.** Consistent with the timelines established in [7.10](#), the SEI Board shall vote to appoint the Treasurer from the slate of candidates submitted by the Nominations and Elections Committee. The Chair of the Nominations and Elections Committee shall notify the Board of vacancies. All Candidates for Treasurer shall submit to the Chair of the Nominations and Elections Committee a Letter of Intent to Serve and shall comply with [7.3](#) and [7.4](#). The slate of candidates for Treasurer shall be submitted to the SEI BOG at the same time as the slate of elected candidates as defined in timeline [7.10](#). The Board will vote during its next available meeting. Election results will be announced per the timelines in [7.10](#).

**7.12 Nominations to Technical Regional Board of Governors.** The SEI Board shall consider submitting a candidate nomination to the Technical Regional Board of Governors annually per the process described in the ASCE Institute Operating Procedures. Nominations shall be approved by the SEI Board.

## ARTICLE 8 MEETINGS

**8.1 Annual Membership Meetings.** The Annual Membership Meeting is held at the SEI annual conference. Unless otherwise directed by the Board, the items of business at Annual Membership Meetings shall include announcements by the President and a report of the Institute Managing Director for the year ending September 30, which shall include a financial report, a report on the elections for Officers and Governors, installation of new Officers, Governors, and other items as deemed necessary by the Board.

**8.2 Parliamentary Authority.** All SEI entity meetings shall include an agenda prepared and distributed by the Chair or the Chair's designee at least five (5) business days in advance of a virtual meeting and at least fifteen (15) business days in advance of an in-person/hybrid meeting. A consent agenda shall be permitted to be included in the meeting agenda whenever proposed. All meetings shall be documented with meeting minutes. Minutes shall be prepared by the Secretary or the Chair's designee and submitted for review to the Chair and staff within five (5) business days of the meeting date. The Secretary shall distribute the reviewed minutes to the Committee Members and staff within fifteen (15) business days of the meeting. Minutes shall include date and time, attendees, quorum, voting results, action items, time adjourned, and date of the next meeting.

**8.3 Virtual/Hybrid Meetings.** All SEI meetings are encouraged to provide a virtual participation option unless there is a contractual or other obligation preventing such an option. Virtual participants are considered to be present at hybrid meetings. Virtual/hybrid meetings may be recorded with the approval of the Chair and unanimous consent of all attendees. Meeting recordings shall remain the property of ASCE/SEI. AI notetakers are not permitted without prior approval from the Chair and unanimous consent of all attendees. AI notetakers must be SOC 2-compliant. Meeting recordings and AI-transcriptions may not be shared with individuals not invited to the meeting without the express permission of the Chair.

**8.4 Calling a Meeting.** Meetings may be called by the Chair or at the request of a majority of the members.

**8.4.1 Meeting Frequency.** The frequency of meetings depends on the workload and tasks to be accomplished.

**8.4.2 Notice of a Meeting.** The Organizational Entity calling the meeting shall notify entity members and staff contacts at least fifteen (15) days in advance of a virtual meeting and at least thirty (30) days in advance of an in-person or hybrid meeting. The Chair is responsible for meeting planning and approval and shall comply with the minimum meeting notification requirements.

**8.4.3 Meeting Location.** Per SEI Board Policy, all in-person or hybrid meetings shall take place at ASCE Headquarters, in a committee member's conference space, or at an SEI-conference meeting space coordinated with staff; see [11.2.1.3](#). Staff is not responsible for content creation for or maintenance of individual SEI Committee or SEI Chapter communications, including Committee or Chapter Collaborate pages. Any meeting location that requires fees must be pre-approved by the Managing Director. All contracts must be approved by, coordinated with, and signed by, the SEI Managing Director.

**8.4.4 Meeting Expenses.** The SEI Managing Director must give advance authorization for any expenditures associated with a meeting. All contracts must be approved by, coordinated with, and signed by, the SEI Managing Director. The Chair is responsible for obtaining meeting expense approvals prior to scheduling the meeting. Expenses incurred without prior approval may not be reimbursed.

**8.5 Travel Reimbursement for Meetings.** Members should confirm their eligibility for travel reimbursement with staff prior to making travel arrangements. See [10.7.5](#) for travel reimbursement eligibility of committee members; travel reimbursement for all other organizational entities is at the discretion of the SEI Managing Director. Reimbursement shall be in accordance with the Society Travel Policy, unless indicated otherwise. Members eligible for travel reimbursement shall submit their expense report within sixty (60) days of the date of travel. After sixty (60) days, unclaimed travel reimbursement is forfeited.

## ARTICLE 9 ORGANIZATIONAL ENTITIES

**9.1 Objectives and Purposes of Organizational Entities.** The objectives and purposes of the Institute's Organizational Entities shall be consistent with those of the Institute. All Organizational Entities shall establish and submit their purpose statement to their parent committee for approval.

**9.2 Establishment of Organizational Entities.** Organizational Entities can be established or discharged by their parent committee with a two-thirds (2/3) vote.

**9.3 Limitations of Authority of Organizational Entities.** No Organizational Entity shall speak for the Institute as a whole unless authorized by the Board. No action of an Organizational Entity may conflict with any act, policy, or purpose of the Institute.

**9.4 Organizational Entity Participation.** Participation in SEI Organizational Entities shall be open to all members of SEI in good standing.

**9.4.1 Terms.** All terms follow the Fiscal Year and begin on Oct. 1 and end on Sept. 30. Unless noted otherwise, terms are for a specific role and do not limit an individual's length of service in an Organizational Entity.

**9.5 Types of Organizational Entities.** The Institute's Organizational Entities include the SEI Chapters, SEI Graduate Student Chapters, SEI Communities, Institute Journal Editorial Boards, SEI Advisory Council, Institute Committees, and separate entities that report to the SEI Board.

**9.5.1 SEI Chapters.** SEI Chapters operate within the ASCE Member Communities as part of local ASCE Sections or Branches. Governance of the SEI Chapters is per the ASCE Member Communities guidance and requirements. SEI Chapter MOUs are approved by the SEI President; the SEI Professional Community ExCom and staff provide additional oversight and support. A list of SEI Chapters is located on the ASCE and SEI Websites. SEI Chapter leaders shall be members of SEI.

**9.5.2 SEI Graduate Student Chapters.** SEI Graduate Student Chapters operate as a student organization affiliated with and supported by its academic department or college. Governance of SEI Graduate Student Chapters and oversight, guidance, requirements, and

support is provided by their academic department or college. SEI Graduate Student Chapter MOUs are initiated as an approved academic student club and are approved by the SEI President. The SEI Professional Community ExCom and staff provide additional oversight and support. A list of SEI Graduate Student Chapters is located on the ASCE and SEI Websites.

**9.5.3 SEI Communities.** SEI Communities are the organizational home for most SEI committees. There are two SEI communities: Professional and Technical.

**9.5.3.1 Professional Community.** The Professional Community (PC) shall advance the structural engineering profession and SEI by engaging SEI members across geographic locations, developing professional growth opportunities and resources, developing and disseminating professional content through journal articles, committee reports, and other activities, and collaborating with ASCE and other organizations to strengthen the Structural Engineering profession.

**9.5.3.2 Technical Community.** The Technical Community (TC) shall advance the structural engineering profession and SEI by developing and disseminating technical content through journal articles, committee reports, manuals of practice, standards and other activities. ASCE/SEI Standards are developed in compliance with ASCE Rules for Standard Committees with oversight from the ASCE Codes and Standards Committee.

**9.5.3.3 Community Executive Committees.** A Community Executive Committee (Community ExCom) shall exist for each SEI community to oversee the activities and operations of the Community's constituent committees for compliance with the Institute Bylaws, Policies and Procedures, ASCE Rules for Standards Committees, and other appropriate governing documents. Current SEI Board members shall not serve concurrently on a Community ExCom, unless approved by the Board. In the event that a Community ExCom member is elected to serve on the SEI Board of Governors, that member shall be replaced on the Community ExCom. The SEI Board is the parent committee of the Community ExComs.

**9.5.3.3.1 Appointment of Community ExComs.** New Community ExCom Members shall be selected from SEI members in good standing who have served a minimum of one (1) term on any constituent committee. When vacancies become available, the Community ExCom shall announce the vacancy to the constituent committees and follow the process for Letter of Intent and other Election Materials outlined in [7.4](#). The Community ExCom Chair, along with two other Community ExCom Members, shall create the slate of new Vice Chair, Secretary, Voting Members, and Voting Young Professional as applicable for their respective Community ExCom based upon the Letters of Intent received. Each Community ExCom shall approve the slate with a two-thirds (2/3) vote of the Community ExCom Voting Members. The outgoing Community ExCom Chair shall provide two nominees for Chair per [10.4.1.2](#) and shall submit the Chair Nominations and slate to the Board for approval. The SEI Board appoints the Community ExComs and reserves the right to add or remove nominees from consideration prior to approval.

#### **9.5.3.3.2 Professional Community Executive Committee (PC ExCom).**

**9.5.3.3.2.1 Composition of PC ExCom.** The PC ExCom shall be comprised of a Chair; Vice Chair; Secretary; Past Chair, if willing to serve; one (1) Young Professional Member; and three (3) At-Large (Voting) Members. See [10.4](#) for duties of each role. Terms shall be staggered to maintain continuity. The designated Board representative(s) shall be invited to attend meetings as a non-voting member.

**9.5.3.3.2.2 PC ExCom Duties.** The PC ExCom shall govern, lead, and manage the activities of the Professional Community (PC), oversee assigned PC Committees, provide guidance to SEI Chapters and Graduate Student Chapters, and report to the SEI Board. Additionally, the PC ExCom can develop and execute on activities or projects they choose, or that have been assigned by the Board. The PC ExCom is responsible for appointing the PC Awards Nominations Task Committee annually, as needed. The PC ExCom shall approve the Name, Purpose, and Charge of each constituent committee. PC ExCom shall establish liaisons to the PC constituent committees. The PC constituent committees are on the SEI Website. When required by the SEI Board of Governors elections cycle, the PC ExCom shall nominate a minimum of two (2) candidates to be considered by the Board Nominations Committee. Eligible candidates to be nominated from the PC ExCom shall have served a minimum of one full term on a community constituent committee or the PC ExCom, or are in their fourth year of their term. The PC ExCom shall review the SEI Policy and Procedures Manual annually and provide suggested revisions to staff.

#### **9.5.3.3.3 Technical Community Executive Committee (TC ExCom).**

**9.5.3.3.3.1 Composition of TC ExCom.** The TC ExCom shall be comprised of a Chair; Vice Chair; Secretary; Past Chair, if willing to serve; one (1) Young Professional Member; and five (5) At-Large (Voting) Members. The following external groups are invited to serve on the TC ExCom as Liaison Members: National Institute of Standards and Technology (NIST), Federal Emergency Management Agency (FEMA), International Code Council (ICC), and representation from the appropriate materials Standards Development Organizations including representing wood, concrete, steel, and masonry industry organizations. The designated Board representative(s) shall be invited to attend meetings as a non-voting member.

**9.5.3.3.3.2 TC ExCom Duties.** The Technical Community ExCom shall lead, manage, and oversee the activities of the Technical Community (TC), and report to the SEI Board. The TC ExCom shall review and recommend revisions to the ASCE Rules for Standards Committees, collaborate and coordinate with liaison groups and organizations, and adjudicate complaints regarding TC Committee work products and activities. The TC ExCom shall review the SEI Policy and Procedures Manual annually and provide suggested revisions to staff.

**9.5.3.3.2.1 Approvals.** The TC ExCom shall approve TC publications for initial development and prior to publication as outlined in APPENDIX F. The TC ExCom shall approve Standards Committee and Blue Ribbon Panel rosters and shall approve ASCE/SEI Standards for public comment.

**9.5.3.3.2.2 Appointments.** The TC ExCom shall appoint the Chief Editors for SEI-sponsored Journals; appoint SEI Representatives to the ASCE Codes and Standards Committee; and appoint an Awards Nomination Task Committee annually, as needed.

**9.5.3.3.2.3 Committee Oversight** The TC Excom shall approve the Name, Purpose, and Charge of each constituent committee. The TC constituent committees are on the SEI Website. The TC ExCom shall establish liaisons to the TC constituent committees. Liaisons to TC constituent committees shall contact the chairs 2-4 times per year as needed and provide reports to the full TC Excom. Reports can be provided during the meetings, or as written reports, as desired by the TC ExCom Chair.

**9.5.3.3.2.4 Journal Oversight.** In addition to appointing the Journal Chief Editors, the TC Excom is responsible for oversight of the Journals, shall assign liaisons to each Journal, and shall act as the arbitrating body should dispute arise between editors and/or authors.

**9.5.3.3.2.5 Nominations.** When required by the SEI Board of Governors election cycle, the TC ExCom shall nominate a minimum of two (2) TC Members to be considered as a Board Candidate by the Board Nominations Committee. Candidates nominated by the TC ExCom shall have served a minimum of one full term on a TC constituent committee, the TC ExCom, or are in their fourth year of their term.

**9.5.4 Journal Editorial Boards.** The Editorial Boards of SEI-sponsored journals shall be comprised of the Editor-in-Chief (Chief Editor) and as many Section Editors and Associate Editors as deemed necessary by the Chief Editor to meet the Journal's goals and objectives. SEI-sponsored journals include the *Journal of Bridge Engineering*, the *Journal of Structural Design and Construction Practice*, and the *Journal of Structural Engineering*.

**9.5.4.1 Qualifications.** Editors of the *Journal of Bridge Engineering* and the *Journal of Structural Design* must be SEI members in good standing. Editors of the *Journal of Structural Design and Construction Practice* shall either be members of SEI in good standing or members of the Construction Institute (CI) in good standing. Journal editors shall be recognized discipline experts.

**9.5.4.2 Duties.** All Journal Editors shall abide by and uphold the ASCE publication policies and expectations as described in the Editor's Guide to ASCE Journals. Journal Editors shall attend annual Editorial Board meetings.

#### **9.5.4.3 Chief Editor.**

**9.5.4.3.1 Additional Duties.** The Chief Editor is responsible for establishing procedures for and supervising the review of papers submitted for publication in SEI-sponsored journals, including developing a hierarchy of Section Editors and Associate Editors to oversee the handling of papers for review, establishing procedures to ensure that reviewers complete reviews promptly and thoroughly, and coordinating the tracking of reviews with staff. The Chief Editor or their designee shall maintain a current list of reviewers and remove from the list reviewers who are regularly unable to complete reviews within reasonable timeframes. The Chief Editor serves on the Journal Publications Committee and advises the SEI Executive Committee on controversial and non-routine matters related to the review of papers and journals. In coordination with the Journal Editorial Board, the Chief Editor submits titles of potentially award-winning papers to the SEI Awards Committee. The Chief Editor participates in the annual ASCE Editor's Workshop. Once a year, the Chief Editor provides an annual report to the TC ExCom on any on-going special projects or activities related to the Journal. The outgoing Chief Editor collaborates with staff to train the incoming Chief Editor.

**9.5.4.3.2 Term of Service.** The Chief Editor shall serve a four (4)-year term, which may be renewed by the TC ExCom for one (1) additional term.

**9.5.4.3.3 Appointment.** The Chief Editor shall be selected by the TC ExCom from a minimum of two nominations submitted by the outgoing Chief Editor with input from the SEI Managing Director. Nomination materials shall include a letter of recommendation from the Chief Editor and the Election Materials described in [7.4](#) including a Letter of Intent to Serve, Photograph, Biographical Statement, and a current resume or curriculum vitae (CV).

#### **9.5.4.4 Section Editor.**

**9.5.4.4.1 Additional Duties.** Section Editors perform editorial duties assigned by the Chief Editor including, but not limited to, managing Associated Editors within two to five subspecialty areas. Section Editors stand in as needed for the Chief Editor.

**9.5.4.4.2 Term of Service.** Section Editors shall serve a four (4)-year term, which may be renewed up to two (2) times by the Chief Editor.

**9.5.4.4.3 Appointment.** Section Editors are appointed by the Chief Editor.

#### **9.5.4.5 Associate Editor.**

**9.5.4.5.1 Duties.** Associate Editors supervise the review of papers submitted for publication in the Journal and assigned to an Associate Editor by the Chief Editor or Section Editor. Supervision includes the selection of reviewers, maintaining a list of reviewers who serve each year, and tracking the performance of reviewers. Associate Editors advise the Chief Editor and Section Editors on controversial and non-routine matters related to the review of papers of the Journal and work with the Chief Editor to submit titles of potentially award-winning papers to the SEI Awards Committee. Associate Editors who have served two years or more assist the Chief Editor and Section Editors in the onboarding of new Associate Editors.

**9.5.4.5.2 Terms.** An Associate Editor's initial appointment is for two years, after which the appointment may be renewed annually at the discretion of the Chief Editor. The service duration is suggested to be, but not limited to, four to eight years.

**9.5.4.5.3 Appointment.** Associate Editors are appointed by the Chief Editor.

**9.5.5 SEI Advisory Council.** The SEI Advisory Council (Council) shall provide input to the SEI Board and work on assignments given by the Board on current or proposed topics for consideration by the Board. The intent of the Council is to help the Board stay strategic in its thinking and actions and to help identify SEI initiatives on topics relevant to advancing the structural engineering profession. The SEI Advisory Council is not a committee or decision-making body.

**9.5.5.1 Composition.** The SEI Advisory Council shall be comprised of the SEI Past Presidents and SEI Past Staff Directors willing to serve, one representative from each of the current SEI Focus Initiatives, and approximately twenty five percent of the Council shall be Younger Professionals recommended by the SEI Young Professionals Committee and approved by the SEI Board. The Advisory Council shall include a minimum of 12 members. The immediate SEI Past President, if willing to serve, will serve as Chair of the SEI Advisory Council.

**9.5.5.2 Responsibilities.** The SEI Advisory Council shall help determine SEI Focus Initiatives; identify members to advance to SEI Fellow; nominate individuals for ASCE Distinguished Member; nominate for ASCE OPAL Awards; identify and nominate individuals for ASCE/SEI Awards.

**9.5.5.3 Meetings.** The SEI Advisory Council shall meet with the SEI Board twice a year to advise and receive assignments from the Board. The Advisory council will meet additionally as required to complete assignments given by the BOG.

**9.5.5.4 Future Members.** Future members of the SEI Advisory Council shall be recommended for Board approval by the Community ExComs and the SEI Advisory Council.



**9.5.5.5 SEI Advisory Council Terms.** Following the initial establishment of staggered terms, Advisory Council Members will serve a four (4)-year non-renewable term, except as noted below.

**9.5.5.5.1 Past Presidents and Past Directors.** Past Presidents and Past Directors are invited to participate on the SEI Advisory Council for a term of four (4) years. Terms may be renewed without limit.

**9.5.5.5.2 SEI Focus Initiative Representatives.** Representatives from each of the SEI Focus Initiatives shall be appointed by the Focus Initiative for a one (1)-year term, renewable for the duration of the Focus Initiative's Charter.

**9.5.6 Committees.** In order to form a committee, a group of members must document the rationale for becoming an independent committee. The rationale shall include a proposed name, purpose, charge, parent committee, initial leadership, and deliverables. Unless otherwise directed, the Board shall delegate to the parent committee the authority and responsibility to create and disband committees, subcommittees, task committees, and working groups as required to accomplish the Committee's charge to advance the mission of the Institute. See [ARTICLE 10](#) for information on Committee types, membership, terms, duties, meetings, and work products and activities.

**9.5.7 Separate Entities Reporting to the SEI Board.**

**9.5.7.1 SEI Futures Fund.** The SEI Futures Fund Policies and Procedures are found in [APPENDIX B](#).

**9.5.7.2 CROSS-US.** The Collaborative Reporting for Safer Structures program in the United States (CROSS-US) Policies and Procedures are found in [APPENDIX C](#).

## **ARTICLE 10 COMMITTEES**

### **10.1 Committee Types**

**10.1.1 Standards Committees.** Standards Committee shall develop, revise, or affirm ASCE/SEI consensus standards. Standards Committees must follow the Committee Charter and Operating Procedures (if adopted) and the ASCE Rules of Standards Development. The TC ExCom serves as the standards council for all SEI Standards Committees.

**10.1.2 Technical and Professional Committees** Technical or Professional Committees shall align committee efforts with the Institute's vision to advance the profession by means of committee work products, including but not limited to, technical reports and other publications, webinars, activities, events, conference sessions and papers. Committees shall oversee and maintain the health of their subcommittees and task committees. Committees shall review their Purpose and Charge every two (2) years. The TC ExCom serves as the parent committee for all Technical Committees. The PC ExCom serves as the parent committee for all Professional Committees.

**10.1.3 Subcommittees.** A Subcommittee shall carry out a specific charge as directed by their parent committee. Subcommittees of Standards Committees shall follow the ASCE Rules of Standards Development requirements for Subordinate Groups.

**10.1.4 Task Committees.** A Task Committee exists to carry out a specific, time-sensitive task and shall be disbanded upon completion of the task. A Task Committee shall not exist for longer than four (4) years.

**10.1.5 Steering Committees.** Committee Chairs may form a Steering Committee to assist with committee leadership.

**10.1.5.1 Composition.** Steering Committee members shall be designated by the Chair at the start of the Chair's term. If formed, the Steering Committee shall consist of at least three members, including the Committee Chair, Vice Chair, and Secretary. Additional members may include Subcommittee Chairs and the Past Chair at the Chair's discretion.

**10.1.5.2 Duties.** The Steering Committee shall support the Committee Chair to execute the Committee charge, maintain the schedule, and advise the Committee Chair on oversight decisions affecting Committee activities.

## **10.2 Committee Terms.**

**10.2.1 Standards Committees.** Terms for Standards Committees will coincide with the duration of the development period for the Standard. Per ANSI Rules, every Standard must be revised or reaffirmed every five (5) years; some ASCE/SEI standards receive a waiver for a six (6)-year cycle.

**10.2.2 All Other Committees.** Unless otherwise defined, committee members shall serve the terms listed below. Terms shall not be served concurrently. Only fully completed terms shall be considered when evaluating term limits.

Section	Role	Term Length	Renewable?
<a href="#">10.4.1</a>	Committee Chair	2 years	Yes, once
<a href="#">10.4.2</a>	Committee Vice Chair	2 years	Yes, once
<a href="#">10.4.3</a>	Committee Past Chair	Up to 2 years	No
<a href="#">10.4.4</a>	Committee Secretary	2 years	Yes, once
<a href="#">10.4.5</a>	Committee Voting Member	4 years	Yes, once
<a href="#">10.4.6</a>	Committee Young Professional Voting Member	4 years	Yes, once
<a href="#">10.4.7</a>	Committee Non-Voting Member	4 years	Yes, once
<a href="#">10.4.8</a>	Committee Liaison Member	4 years	Yes, once

**10.2.3 Vacancy.** Procedures to fill a vacancy created by the expiration of an initial or final term should follow the appointment requirements for a specific role; see [10.4](#). When a vacancy occurs mid-term due to a committee member stepping down from the committee or transitioning to another role, the Committee Chair shall designate an individual to fill the remainder of the unexpired term. Vacancies may remain open at the Chair's discretion for non-mandatory committee roles.

**10.3 Committee Member Roles.** Each Committee shall have three (3) Officers: a Chair, Vice Chair, Secretary. Every SEI Committee is required to have at least one Young Professional Voting Member.

**10.3.1 Committee Chair.**

**10.3.1.1 Duties** The Committee Chair is responsible for development of the strategic committee plan, execution of the Committee Charge, fostering collaboration and communication within and beyond the Committee; planning, organizing, and scheduling meetings of the Committee to appropriately complete deliverables; developing the agenda and leading the meeting. The Committee Chair shall identify and document members of the Committee Steering Committee, appoint the Vice Chair and Secretary, and conduct the vote of the Committee. The Committee Chair is accountable for compliance with the Institute Bylaws, Policies and Procedures. The Chair may vote on official Committee business.

**10.3.1.2 Appointment.** The Committee Chair shall be an SEI member in good standing. Student members may not serve as Committee Chair. The outgoing Committee Chair shall submit nominations for the incoming Chair to the Committee's parent committee with input from the Committee. Chairs eligible for a second term may self-nominate. Chair nomination packets shall include a letter of recommendation from the outgoing Chair and the Election Materials outlined in [7.4](#). A minimum of two Chair nominations are required for Standards Committees and Community ExComs. The SEI Managing Director and parent committee retain the right to add or remove nominations for consideration as Chair. All Committee Chairs shall be appointed by the Committee's parent committee with a two-thirds (2/3) vote.

**10.3.2 Committee Vice Chair.**

**10.3.2.1 Duties.** The Committee Vice Chair shall support the Chair, provide committee leadership in the absence of the Committee Chair including leadership of meetings when the Chair is unavailable. The Committee Vice Chair shall assume other duties assigned by the Committee Chair. The Vice Chair may vote on official Committee business.

**10.3.2.2 Appointment.** The Vice Chair shall be appointed by the Committee Chair, except as noted in [9.5.3.3.1](#).

**10.3.3 Committee Past Chair.** The outgoing Committee Chair may serve a term of up to two (2) years as Past Chair.

**10.3.3.1 Duties.** The Committee Past Chair shall support the Committee Chair and Vice Chair by providing knowledge and experience gained during their term as Chair. The Past Chair may vote on official Committee business unless classified as a Standards Committee Associate Member.

**10.3.3.2 Appointment.** Community ExCom Past Chairs serve at the invitation of the SEI Board. All other Past Chairs serve at the invitation of the incoming Committee Chair.

#### **10.3.4 Committee Secretary.**

**10.3.4.1 Duties.** The Committee Secretary shall attend all Committee meetings to record the Meeting Minutes unless the Chair opts to rotate the assignment of taking minutes among the Committee Members. See [10.7.3.2](#) for review, distribution, and approval of Meeting Minutes. The Secretary shall maintain an accurate roster and communicate any changes to staff. The Secretary shall assist the Chair and staff to plan and implement meeting logistics. Meeting logistics include, but are not limited to, meeting invitations, RSVPs, meal counts, and venue details. All meeting venues must be approved by staff prior to scheduling a meeting. Staff is responsible for all venue contracts and food orders. The Secretary may vote on official Committee business unless classified as a Standards Committee Associate Member.

**10.3.4.2 Appointment.** Except as noted in [9.5.3.3.1](#), the Committee Secretary shall be appointed by the Committee Chair, with consideration given to Younger Members. Per SEI Board Policy, staff shall not serve as Committee Secretary; see [11.2.1.1](#).

#### **10.3.5 Committee Voting Member.** See [10.4.9](#) for Standards Committee Voting Members.

**10.3.5.1 Duties.** Committee Voting Members are responsible for participating in the activities of the Committee, attending meetings, and contributing to Committee work products. A Committee Voting Member who fails to participate in meetings or activities may be dismissed from the Committee by the Chair, with approval from the Community ExCom. Voting Members may vote on official Committee business.

**10.3.5.2 Appointment.** Committee Voting Members shall be appointed by the Committee Chair.

#### **10.3.6 Committee Young Professional Voting Member.** A Committee Young Professional Voting Member shall be an SEI Younger Member, as defined by the Society, at the time of appointment.

**10.3.6.1 Duties.** A Committee Young Professional Voting Member shall have the same duties as a Committee Voting Member.

**10.3.6.2 Appointment.** Committee Young Professional Voting Members shall be appointed by the Committee Chair.

#### **10.3.7 Committee Non-Voting Member.** See [10.4.10](#) for Standards Committee Associate Members.

**10.3.7.1 Duties.** Committee Non-Voting Members may not vote on official Committee business.

**10.3.7.2 Appointment.** Committee Non-Voting Members shall be appointed by the Committee Chair. Student members are encouraged to serve as Committee Non-Voting Members.

**10.3.8 Committee Liaison Member.** Standards Committees may not have Committee Liaison Members from outside organizations, see [9.5.10](#). Committee Liaison Members may not vote on official Committee business and shall not serve in another role on the Committee.

**10.3.8.1 Appointment.** Committee Liaison Members are appointed at the discretion of the SEI Organizational Entity or affiliated organization that the Liaison Member represents.

**10.3.9 Standards Committee Voting Member.**

**10.3.9.1 Duties.** Standards Committee Voting Members are subject to the ASCE Rules for Standards Development requirements for Voting Members.

**10.3.9.2 Appointment.** The Chair is responsible for selecting new committee members from the applications received during an open call; see [10.5.1](#). Standards committee rosters shall be approved by the TC ExCom.

**10.3.10 Standards Committee Associate Member.** Standards Committee Associate Members shall comply with the ASCE Rules for Standards Development requirements for Associate Members.

**10.3.11 Standards Committee Balloteer.** Standards Committee Balloteers are responsible for creating proposal and Resolution of Comment (ROC) ballot packages to submit to staff.

**10.3.11.1 Duties.** The Balloteer is responsible for collecting proposals and any supporting materials from the Committee Chair or designated members per the schedule; reviewing each proposal to ensure it contains all required details; creating the ballot package and Ballot Item List to submit to staff; assisting the Chair to collect ROCs per the schedule; ensuring all negatives are resolved; contacting all negative commenters; confirming final, approved provisions are updated with approved Resolution of Comments (ROC); working with the Historian to add final, approved provisions to the record documents; and working with staff on the ASCE ANSI-approval process. The Balloteer is expected to attend every Committee meeting.

**10.3.11.2 Appointment.** The Balloteer shall be appointed by the Committee Chair, with consideration given to Younger Members.

**10.3.12 Standards Committee Historian.** The Historian is responsible for maintaining an accurate record document during the standard development cycle.

**10.3.12.1 Duties.** The Historian is responsible for ensuring all Committee-balloted and -approved changes to provisions and commentary, including errata, are updated in the master committee documents in a timely manner during the cycle. The Historian shall check the standard for conflicts following each balloted and approved change. The Historian is responsible for collecting figures, tables, and permissions necessary for publication of the standard. During publication, the Historian will assist the Chair and staff in review of the copyedited files and final page proofs of the standard. Standards Committee Historians are expected to attend every Committee meeting.

**10.3.12.2 Appointment.** The Historian shall be appointed by the Committee Chair, with consideration given to Younger Members.

**10.4 Committee Applications.** Staff shall publish information regarding open Calls for Members to apply for service on any Institute committee in an official publication of the Institute.

**10.4.1 Standards Committee Applications.** Any person who might reasonably be expected to be, or who indicates they are, directly or indirectly interested in the Committee may apply for committee membership on the ASCE Standards Application Form, which is separate from the SEI Committee Application form. The Standards Committee application process is defined in the ASCE Rules for Standards Committees. Standards Committee applications are only reviewed and approved in conjunction with a published Call for Members.

**10.4.2 Technical, Professional, Subcommittee, and Task Committee Applications.** Any SEI member in good standing may apply for committee membership using the online SEI Committee Application Form. A person who is not a member of SEI/ASCE may apply to be a member of a committee if their primary expertise is beyond structural engineering, and if they have unique and critical qualifications necessary to support the goals and mission of the committee. Any such request must be approved by the appropriate Community ExCom. Applications are reviewed and approved by the Committee Chair on a rolling basis. A Call for Members is permitted as needed.

**10.5 Committee Meetings.** All Committee meetings shall comply with [ARTICLE 8](#).

**10.5.1 Meeting Frequency.** Committees shall hold at least two (2) meetings per year. Additional meetings shall be held as needed to accommodate the Committee workload.

**10.5.2 Meeting Location.** The SEI operating budget includes funding for one (1) in-person/hybrid committee meeting per fiscal year. Standards Committees receive funding for one (1) additional in-person/hybrid committee meeting per fiscal year from the ASCE Standards Office. All other committee meetings shall be held virtually, unless an additional in-person/hybrid meeting is authorized by the Managing Director.

**10.5.3 Quorum.** A majority of the total number of voting members present at any Committee meeting shall constitute a quorum. If a quorum is not present, then those assembled for the meeting may proceed with the specific agenda, however all actions shall either be submitted via email vote for unanimous confirmation by all voting members of the Committee or deferred to another meeting for a vote.

**10.5.4 Meeting Documents.**

**10.5.4.1 Meeting Agenda.** See [8.2](#).

**10.5.4.2 Meeting Minutes.** All Committee meetings shall be documented with Meeting Minutes as required in [8.2](#). Minutes shall be approved by a vote of the Committee at the next meeting.

**10.5.4.3 Committee Reports.** Per SEI Policy, all Committees and Boards shall submit a summary of their meetings within two (2) weeks of the meeting using the *SEI Committee Meeting Report* form; see [11.2.1.2](#). The report should include a list of meeting attendees, committee actions, assignments to be completed, committee needs, and the date of the next meeting. Staff will provide reports to the SEI Board and Community ExComs during the next meeting for information and review.

**10.5.5 Travel Reimbursement.** The number of committee members reimbursed in a given year is determined by staff based on available funds. All committee member reimbursement is subject to staff approval.

**10.5.5.1 Reimbursement of SEI Standards Committee Members.** The ASCE Standards Office funds travel for eligible ASCE/SEI Standards Committee members to attend one (1) in-person Committee meeting per fiscal year; see the Standards Office for eligibility requirements. The Committee Chair may nominate SEI members in good standing serving as Steering Committee Members, the Balloteer, Historian, regulators and other key Committee Voting Members at the beginning of the standards cycle for travel reimbursement to attend one (1) additional in-person Committee meeting per fiscal year, funded by SEI.

**10.5.5.2 Reimbursement of Members of Other Committees.** The Committee Chair may nominate up to four (4) SEI members in good standing serving as Steering Committee Members to receive travel reimbursement to attend one (1) in-person meeting per fiscal year. Staff may authorize an additional funded in-person meeting per year and/or additional funded members at their discretion.

**10.5.5.3 Reimbursement of Young Professional Program Members.** The SEI Young Professional Program provides full expense reimbursement for travel to an authorized Committee meeting. SEI Younger Members in good standing serving as the Balloteer, Historian, or Secretary of an SEI Standards Committee; or as the Secretary of a Technical Committee are eligible to apply for the SEI Young Professional Program. Staff reserves the right to reject expenses submitted if not incurred for the identified meeting. Young Professional Program Members must submit receipts for all expenses, regardless of cost, to qualify for full reimbursement. The SEI Young Professional Program must be approved by staff at the start of each Standards Cycle for Standards Committees and at the start of each Fiscal Year for Technical Committees.

**10.6 Committee Work Products and Activities.** All SEI Committees shall pursue work products and activities prioritized by the committee. Committee Chairs shall consult staff on the operational viability of their work products and activities prior to commencing work. Committee Members do not receive financial compensation for committee work products and activities. All SEI Committee work products belong to SEI and shall benefit SEI members first and foremost. SEI Committees shall not produce work products for other organizations without express documented permission of their Community ExCom.

**10.6.1 Committee Work Products.** All SEI committee work products shall include appropriate educational activities and/or offerings to inform and educate the SEI membership of the committee's work. Community Committee work products include, but are not limited to, the following types of documents and activities:

**10.6.1.1 Publications.**

**10.6.1.1.1 Publication Types.**

**10.6.1.1.1.1 Technical or Committee Report.** A Technical or Committee Report is any written document that comes from a committee (group authored or group approved). Technical and committee reports should answer a question or a range of technical issues rather than a compilation of background information. Technical and Committee reports typically take one to two years to complete. See APPENDIX F for process.

**10.6.1.1.1.2 Manual of Practice.** A Manual of Practice (MOP) is an authoritative document produced by a committee that represents best practices within a technical area or discipline. An MOP often includes, but is not limited to, the identification of items, a checklist or outline, of relevant topics and issues that should be considered when practicing within a subject. The MOP should convey committee expertise and advice, not individual opinions. An MOP typically takes two to three years to complete. See APPENDIX F for process.

**10.6.1.1.1.3 Prestandards.** An ASCE/SEI Prestandard is a document that provides a common set of specifications, criteria, and guidelines for products, processes, and practices that are new and/or emerging in the field of structural engineering. ASCE/SEI Prestandards follow the processes outlined in the ASCE Guidelines for Development of Prestandards. Prestandards typically take two to three years to complete.

**10.6.1.1.1.4 Standards.** Standards Committees develop ASCE/SEI Standards and follow the processes outlined in the ASCE Rules for Standards Development.

**10.6.1.1.2 Approvals.** The parent committee and the respective Community ExCom must approve all publications at two stages: (1) when conceived, prior to start of the project, and (2) upon completion; approval to go to publication shall include a documented two-thirds (2/3) vote of the authoring entity to support the publication for approval.

**10.6.1.2 Educational Materials.** Educational Material is content produced for ASCE and SEI members and intended to be hosted on ASCE and SEI educational sites such as ASCE Continuing Education, SEI, the SEI Education HUB, websites, etc. Educational material is typically produced in six to twelve months, or less. SEI Committee work should benefit the SEI Membership and the profession. SEI reserves first right of refusal for all revenue generating education materials developed. SEI Committee work product shall not be provided to external organizations for financial benefit to that external organization



without appropriate discussion and agreement of the parent committee and/or staff contact.

***Community Committee Special Projects.*** Community Committee Special Projects fall outside the scope of routine committee activities and are intended to enable committees to take on tasks that would not be possible within the committee framework, to capitalize on new opportunities, and to enhance the value of SEI Committee work products to the membership. If/when funds are available and budgeted, Community Committee Special Project proposal invitations and project selections are at the discretion of the Community ExCom; final approval of Special Project execution is at the discretion of the SEI Managing Director. Community Committee Special Projects typically take one to three years to complete. Community Committee Special Projects are not the same as SEI Special Projects; see [5.5.1](#).

***10.6.2 Confidentiality.*** The work of the committee is the purview of SEI and is intended to advance and serve the Institute and the profession. The committee shall endeavor to collaborate where appropriate with both internal and external collaborators. However, the work of the committee belongs to SEI, see [10.6.1.2](#) for Educational Materials. Committee work may be shared with entities outside of ASCE at the discretion of the Chair.

***10.6.3 Tangible and Intangible Property.*** The Chair shall be responsible for the return of a committee's tangible property and records and all records relating to any intangible property and work product of the committee, to the Institute when discharged, or when requested by the Board. Such materials, and any tangible and intangible property, including work products prepared by or on behalf of the committee, are solely the property of the Institute.

## **ARTICLE 11 ADMINISTRATIVE PROVISIONS**

***11.1 Focus Initiatives.*** The SEI Focus Initiatives represent a specific initiative that the SEI Board has voted to support to align with and advance the SEI Mission, Vision, and Priorities. Each will be supported for a period of three (3) years at a time. The Focus Initiatives will be reviewed annually and then re-evaluated at the end of the three (3) year period. Focus Initiative reviews shall be staggered so that a maximum of two (2) Focus Initiatives will be evaluated for renewal each year. The Board can choose to renew the term of a Focus Initiative for a maximum of three (3) additional years or it can choose new ones. For the purposes of governance and reporting, Focus Initiative teams or committees are treated as committees within their respective Technical and Professional Communities.

***11.1.1 Number of Initiatives.*** The SEI Board will target a maximum of five (5) Focus Initiatives. Typically, the Board will select up to four (4) Focus Initiatives that align with the SEI Vision and ASCE Strategic Plan topics (as applicable), selecting only one (1) initiative for each topic. The Board may keep up to (2) of the maximum five (5) Focus Initiatives open for short-term special Focus Initiative topics that arise and make those selections to meet timely needs of the membership or the profession.

**11.1.2 Board Liaison.** The Board shall assign a Board representative as the key contact for each Focus Initiative for a minimum of a two (2)-year term. The goal of the Board Liaison is to offer Board and/or staff assistance to the initiative to encourage progress.

**11.1.3 Reporting.** Each Focus Initiative will report to the Board annually, with a maximum of two (2) Focus Initiatives reporting at any given Board meeting. It is recommended that the reports on Focus Initiatives be split between the Spring and Fall meetings, as decided by the SEI ExCom. Focus Initiatives shall comply with Committee rules, regulations, and reporting procedures in their respective Communities.

**11.1.4 Evaluating Current and New Initiatives.** The ideal number of Focus Initiatives is four (4), with one (1) additional short-term special topic. New topics or initiatives should typically replace one (1) of the existing initiatives. The Board reviews topics every three (3) years and evaluates each Focus Initiative annually. The Board shall evaluate and select the Focus Initiatives using the following process:

**11.1.4.1 Ideas and Nominations.** The SEI Advisory Council will collect ideas or nominations from Board members, Community ExComs and the membership at large for proposed changes to the selected Focus Initiatives or topics. Ideas or nominations must be submitted to the Advisory Council by May for consideration. Each suggested Focus Initiative must identify alignment with the SEI Vision to assist with Advisory Council and Board review.

**11.1.4.2 Ranking.** The SEI Advisory Council will review, collate, and rank suggested changes to the Focus Initiatives between May and October. Ranking of the Focus Initiatives will be done subjectively and through discussion, with no rigid scoring rubric. Ranking of the Focus Initiatives may be equal when presented to the Board for final review.

**11.1.4.3 Selection.** The SEI Advisory Council will present the proposed Focus Initiative changes to the Board for final review at the October or November Board meeting. The Board will select the final Focus Initiatives based on input from the Advisory Council and Board discussion. Input from the Advisory Council will be considered by the Board as part of the discussion, however, the Board makes the final decisions as a strategic entity.

**11.1.4.4 Discontinuation.** If the Board moves to discontinue an initiative, then that initiative will move to one of the communities or be sunset.

**11.1.5 Focus Initiative Strategic Plan.** Each Focus Initiative shall develop a Strategic Plan to outline their Goals for the three-year period. The Board Liaison shall meet with each Focus Initiative team or committee to collaboratively set measurable goals. Focus Initiative teams or committees will collaborate with select SEI Advisory Council members and their Board liaison to identify the Focus Initiative's objectives and to create a path forward with clear and measurable goals. Focus Initiative Strategic Plans shall be approved by the SEI Board after being approved by the SEI Managing Director first.

## **11.2 Policy Statements**

### **11.2.1 SEI Board of Governors Policy Statements.**

#### **11.2.1.1 Policy No. 1** (Approved Jan. 2023)

**11.2.1.1.1 Purpose.** The SEI Board of Governors wants the SEI Staff members to be strategic members of our committees and provide input for collaboration with other SEI, ASCE, or Industry Partners at committee or board meetings.

**11.2.1.1.2 Policy.** All SEI Committees, Executive Committees and Boards are to have committee secretaries or alternate between committee members the assignment of taking meeting minutes, at the chair's discretion. These individuals are not to be the SEI Staff members. These secretaries or meeting minute assignments need to be in place by April 1st of 2023.

#### **11.2.1.2 Policy No. 2** (Approved Jan. 2023)

**11.2.1.2.1 Purpose.** To facilitate the understanding of the accomplishments of the many Committees of the SEI the BOG and Executive Committees need to receive reports of committee activities. This policy shall go into effect on April 1, 2023.

**11.2.1.2.2 Policy.** All SEI Committees, Executive Committees, or Boards, whether meeting in-person, virtually, or a hybrid meeting are to submit a one-page summary of their meetings within two weeks of the meeting using the following SEI report form. This summary should include who attended the meeting, what was discussed at the meeting, any committee needs, and the date of the next meeting. These reports will then be placed on the consent agenda for review at the next Executive Committee meeting and SEI Board of Governors meeting. The link for the Committee Report Form is on the SEI Website.

#### **11.2.1.3 Policy No. 3** (Approved Jan. 2023)

**11.2.1.3.1 Purpose.** To reduce the increasing venue meeting expenses for SEI Committees and to increase inclusivity for member participation on SEI Committees.

**11.2.1.3.2 Policy.** All approved in-person SEI Committee, Executive Committee, or Board meetings are to take place at ASCE Headquarters, or in a committee members conference space, or at Structures Congress meeting space coordinated with SEI staff contact. This policy shall go into effect immediately.

#### **11.2.1.4 Policy No. 4** (Approved Sept. 2019)

**11.2.1.4.1 Purpose.** To minimize expenses paid for overhead fees on Contracts with SEI.

**11.2.1.4.2 Policy.** SEI will agree to no more than 15% overhead fees charged on Contracts for Hire between SEI and third parties.

**11.2.2 Procedures.** Procedures for determining and agreeing to new SEI Policies to be provided in future as needed.

**11.3 Resolutions.** Procedures to be provided in future as needed.

**11.4 Relationships with Other Organizations.** The Institute appoints liaisons to the organizations listed in this section to represent the Institute and ASCE. Liaisons shall review and sign a Conflict of Interest form; see [APPENDIX A](#). The signed forms shall be submitted to the SEI President.

**11.4.1 Applied Technology Council.** The Applied Technology Council (ATC) is a nonprofit, tax-exempt corporation established in 1973 through the efforts of the Structural Engineers Association of California. ATC is guided by a Board of Directors consisting of representatives appointed by the American Society of Civil Engineers via SEI, the National Council of Structural Engineers Associations (NCSEA), the Structural Engineers Association of California, the Structural Engineers Association of New York, and At-Large representatives concerned with the practice of structural engineering.

**11.4.1.1 Appointment.** The SEI Board shall appoint an ASCE representative to the ATC Board every three years.

**11.4.2 International Association of Bridge and Structural Engineering.** International Association of Bridge and Structural Engineering (IABSE) deals with all aspects of structural engineering: the science and art of planning, design, construction, operation, monitoring and inspection, maintenance, rehabilitation and preservation, demolition and dismantling of structures, taking into consideration technical, economic, environmental, aesthetic and social aspects.

**11.4.3 Structural Engineering Licensure Coalition.** The Structural Engineering Licensure Coalition (SELC) serves as a united voice for the structural engineering profession for the promotion of structural engineering licensure. SELC is a partnership of SEI, NCSEA, and the Coalition of American Structural Engineers (CASE).

**11.4.3.1 Appointment.** The SEI Board shall appoint one (1) primary representative and two (2) alternate representatives to serve on the SELC Steering Committee. Representatives shall serve 2-year terms, renewable up to three times. Terms of alternate representatives shall expire in alternating years.

**11.4.4 American Concrete Institute.** Founded in 1904, the American Concrete Institute (ACI) is a leading global authority for the development, dissemination, and adoption of its consensus-based standards, technical resources, and educational, training, & certification programs. The Institute has a Memorandum of Understanding (MOU) with ACI that defines governance of the ACI-ASCE Joint Committees.

**11.5 Conferences and Conventions.** Staff is responsible for all operational aspects of SEI Conferences.

**11.6 Publications.** The Society publishes many types of publications.

**11.6.1 Journals.** ASCE publishes 41 journals across many civil engineering disciplines. Authors are ASCE members and non-members alike. The community surrounding each journal is international and multidisciplinary. Responsibility for reviewing manuscripts submitted to the Society for publication rests with the editors and editorial boards of each journal. The Executive Committee or Publications Committee of each division, council, community, and Institute is responsible for the contents of their journals.

**11.6.2 Books.** The books program encompasses ASCE Standards, Manuals of Practice, conference proceedings, technical reports, and the ASCE Press imprint. Each type of ASCE Book has a different peer review and approval process and pathway to publication.

**11.6.2.1 Standards.** Standards provide technical guidelines for promoting safety, reliability, productivity, and efficiency across all areas of civil engineering. ASCE Standards are developed by standards committees under the direction of an ASCE Institute, Technical Group, or the Committee on Professional Advancement (CPA). They must undergo a rigorous consensus process, which includes public commenting periods, managed by the Codes and Standards Committee (CSC).

**11.6.2.2 Prestandards.** Prestandards provide technical guidelines for new areas of civil engineering practice. Prestandards must be prepared by committees under the direction of an ASCE Institute, Technical Group, or the Committee on Professional Advancement (CPA); undergo peer review by a Blue-Ribbon Panel; and secure approval from the appropriate executive committee.

**11.6.2.3 Manuals and Reports on Engineering Practice.** Manuals and Reports on Engineering Practice, also known as Manuals of Practice or MOPs, present in-depth technical information on a specific topic and provide detailed analysis of the limitations and applications of the described methods and technologies. Manuals of Practice must be prepared by committees under the direction of an ASCE Institute, Technical Group, or the Committee on Professional Advancement; undergo peer review by a Blue-Ribbon Panel; and secure approval from the appropriate executive committee.

**11.6.2.4 Technical Reports.** Technical Reports are also known as committee reports, white papers, monographs, or by the name of the topical series. These books are usually prepared by committees under the direction of an ASCE Institute, Technical Group, or the Committee on Professional Advancement (CPA). They are intended to present the use of cutting-edge technologies or methods in a specific engineering application. The final manuscript for a technical report must be approved by the appropriate executive committee.

**11.6.2.5 ASCE Press.** ASCE Press publishes carefully chosen, thought-provoking books written by leading authorities to enhance the technical knowledge and professional development of engineers. ASCE Press contracts with individual authors, who initiate the process by submitting a proposal. Proposals and draft manuscripts are peer-reviewed, and authors receive royalties on par with commercial publishers.

**11.6.2.6 Proceedings.** Proceedings collect papers presented at ASCE-sponsored conferences. In most cases, the technical program committee for a conference issues a call for papers and then uses abstracts to select papers for the conference. Full-length papers are submitted for publication and become available for individual download from the [ASCE Library](#) after the conference.

**11.7 Indemnification.** The Society shall indemnify the Institute's Officers, Institute Director, members, employees, and agents, in their respective capacities as such, by providing each the same rights of indemnification as are given by the Society to its Officers, members, employees, and agents.

#### **ARTICLE 12 AMENDMENTS**

**12.1 Amendments.** The Policy and Procedures may be amended by the Board as provided in the Bylaws.

END OF POLICIES AND PROCEDURES

## APPENDIX

- A. Conflict of Interest and Fiduciary Forms
- B. SEI Futures Fund
- C. CROSS-US
- D. STRUCTURE Magazine MOU
- E. ASCE Product Lines
- F. EXCOM Processes for Review and Approval of Publications
- G. Standards Committee Checklist



**CONFLICT OF INTEREST POLICY, ACKNOWLEDGEMENT  
AND DISCLOSURE FORM**  
[ADD DATE]

A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interests of the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the Society. Any interested individual must disclose the existence of any actual or possible Conflict of Interest and all material facts to the Society entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the Society entity. (ASCE Bylaws §10.1)

All Society officers, directors, members, and employees acting on behalf of the Society shall adhere to the highest standard of ethical conduct and avoid any activity or situation where their personal interests could conflict, or reasonably appear to conflict, with the best interests of the Society.

\* \* \* \* \*

I have read and agree to abide by the above policy. To the best of my knowledge and belief, except as disclosed on this form, neither I nor any person with whom I have or have had a personal or business relationship is engaged in any transaction or activity or has any relationship that may represent a potential Conflict of Interest or be contrary to the best interests of the Society. I agree immediately to disclose to the Society any potential Conflict of Interest that should arise hereafter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Please identify any potential Conflicts of Interest here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**AFFIRMATION OF FIDUCIARY DUTY AND  
RESPONSIBILITY TO RESPECT  
CONFIDENTIALITY  
[ADD YEAR]**

I understand that as a member of the Board of Governor of the Structural Engineering Institute of the American Society of Civil Engineers ("SEI"), I have fiduciary duties to SEI, including the duty of care and loyalty. In representing SEI, I agree to act in a manner that complies with all applicable laws and regulations, and that is consistent with the goals, policies and strategic initiatives of the Institute. In the course of my service on the Board, I will endeavor to make decisions that I believe in good faith are in the best interests of the Institute and its membership as a whole, not merely those of my constituency or any subset of membership.

I further understand that during the course of exercising my responsibilities to SEI, I may have access to certain information that is confidential and proprietary, including specifically employment information relating to SEI staff. I hereby affirm that I will treat such information, including all information distributed or discussed during Executive Session meetings, as confidential and proprietary. I will not disclose such information to others, except as authorized by the Board of Governor or required by law. I further affirm that I will not use such information in any other manner that would be detrimental to the interest of SEI or ASCE.

\_\_\_\_\_  
Signature of SEI Board Governor/Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

The SEI Futures Fund is a separate entity that reports to the SEI Board.

**STRUCTURAL ENGINEERING INSTITUTE FUTURES FUND POLICIES and PROCEDURES**

Effective Date: September 2023

**ARTICLE 1 PURPOSE**

**1.0 Purpose.** This document summarizes the current policies and procedures to be followed by the Board of Directors (the Board) of the Structural Engineering Institute (SEI) Futures Fund (the Fund).

**ARTICLE 2 FUND RAISING POLICIES**

**2.0 Fund Raising Policies.** The Board and its delegates shall actively solicit gifts to the Fund while adhering to the following policies:

**2.0.1** The terms and conditions in the Fund Bylaws, approved by the SEI Board of Governors on November 18, 2013, including any subsequent amendments;

**2.0.2** The terms and conditions in the Memorandum of Understanding between the Fund and the ASCE Foundation (the Foundation), executed by both parties on December 3, 2013, including any subsequent amendments; and

**2.0.3** Active solicitations shall be made to members of SEI and to structural engineering firms. However, additional gifts from non-SEI members will also be accepted.

**ARTICLE 3 FUND RAISING PROCEDURES**

**3.0 Fund Raising Procedures.** The Board and its delegates shall actively solicit gifts to the Fund by following these annual procedures:

**3.0.1** The Board and SEI staff shall work with the Foundation to develop and update donor prospect lists, with an emphasis on major donors (those giving \$1,000 or more);

**3.0.2** Throughout the year, the Board shall contact all targeted major donors, either by personal note or by telephone call. SEI staff and the Foundation shall develop and deploy a broad appeal to all other prospective donors, at least two times each year;

**3.0.3** The Board shall actively promote the Fund at SEI conferences, including networking with current and potential future donors at events such as the President's Reception, as well as spending time at the SEI and ASCE exhibit booths. An emphasis shall be placed on conducting individual meetings with prospective major donors; and,

**3.0.4** The Board and SEI staff shall work with the Foundation to prepare a joint year-end appeal (the 2<sup>nd</sup> of two annual appeals) including specific recommendations for SEI leadership giving.

## **ARTICLE 4      FUND SPENDING POLICIES**

**4.0 *Fund Spending Policies.*** The Board may annually spend a portion of the Fund while adhering to the following policies:

- 4.0.1** The Board shall cap annual funding for new proposals at an amount that includes 100% of donations during the previous fiscal year (October through September) plus current fiscal year earnings from October through March; plus previous fiscal earnings from April to September;
- 4.0.2** The Board shall at all times maintain a minimum balance in the Fund of \$200,000;
- 4.0.3** Both the cap (4.0.1) and the minimum balance (4.0.2) may be waived under extraordinary circumstances by a unanimous vote of the whole Board;
- 4.0.4** The Board shall consider funding SEI activities and initiatives in four strategic areas:
  - Promote Student Interest in Structural Engineering.
  - Support Younger Member Involvement in SEI Activities.
  - Enhance Opportunities for Professional Development.
  - Invest in the Future of the Profession.
- 4.0.5** Proposals for funding SEI activities and initiatives may be originated by any organizational unit of SEI; and
- 4.0.6** All proposals for funding SEI activities and initiatives shall be in a prescribed format not to exceed five pages including attachments, and shall be submitted to the Fund through the SEI staff.

## **ARTICLE 5      FUND SPENDING PROCEDURES**

**5.0 *Fund Spending Procedures.*** The Board may spend a portion of the Fund by following these annual procedures:

- 5.0.1** All proposals for funding of SEI activities and initiatives shall be submitted to the SEI Managing Director no later than June 1;
- 5.0.2** SEI staff shall review all submitted proposals and work with the authors to resolve any issues with format and content;
- 5.0.3** All proposals for funding of SEI activities and initiatives along with a spreadsheet for rating purposes shall be submitted by SEI staff to the Board no later than July 20;
- 5.0.4** Each Director will rank the proposals on the spreadsheet and submit them to the SEI Managing Director by no later than August 1, who will then send the compiled rankings to the Board prior to the meeting; and
- 5.0.5** The Board shall meet in August to conduct the following business:

- Establish the amount of spending available for the next fiscal year, commencing in October, based on the provisions of 4.0.1 and 4.0.2.
- Select individual proposals to be funded, based upon the strategic areas in 4.0.4 and other considerations.
- Elect a new incoming chair, in accordance with the Fund Bylaws.
- Recommend a new Director to the SEI Board of Governors, in accordance with the Fund Bylaws.
- Consider new business items, as might be necessary.

**5.0.6** If approved by a unanimous vote of the Board, an urgent proposal for funding for an unexpected timely opportunity may be considered outside of the normal annual schedule identified in 5.0.1 through 5.0.4.

## **ARTICLE 6      AMENDMENT**

**6.0 Amendment.** The Policies and Procedures summarized in this document may be amended at any time by a unanimous vote of the Board. Amendments to this document shall be effective immediately and do not require the approval of any other organization.

The Collaborative Reporting for Safer Structures program in the United States (CROSS-US) is governed by an Executive Committee. The CROSS-US Executive Committee is appointed by and reports to the SEI Board.

## **CROSS-US POLICIES and PROCEDURES**

Effective Date: March 2020, Revised September 2022

### **INTRODUCTION**

Collaborative Reporting for Safer Structures – United States (CROSS-US) is a confidential reporting system established to capture and share lessons learned about structural safety issues.

CROSS-US builds on the success of CROSS-UK, the UK-based system, which has been operating since 2005 with demonstrable public safety outcomes. The system depends on the participation of individuals and firms to submit reports of their experiences and concerns on structural safety.

CROSS-US, established in April 2019, is an American Society of Civil Engineers, Structural Engineering Institute (ASCE/SEI) operating unit. Its task is to accept and process reports of incidents and issues regarding structural safety, principally in the United States, and to publish Live Reports accessible to all through the CROSS-US website and related documents of lessons learned and industry trends. The purpose of CROSS-US is to reduce the incidence of structural failure, incidents causing death or injury, their precursors, and related safety concerns.

CROSS-US is part of an international network of CROSS entities, so lessons learned may be shared globally.

This document contains CROSS-US's policies and operating procedures.

### **MISSION**

The mission of CROSS-US is twofold: First, to improve structural engineering practice and public safety by accepting and processing reports of incidents regarding structural safety, and second to publish reports and related documents of lessons learned to reduce the incidence of structural failure and incidents causing death or injury.

### **SCOPE**

CROSS-US reports and activities encompass any structural safety issues except mechanical, aerospace, and vehicles, e.g., cars, trains, or airplanes. Structural issues arising from claims against structural engineers are to be included when there is a safety issue. Structural issues arising from claims involving only economic loss are not included.

### **DEFINITIONS**

Reporter: A person, organization, corporation, or other entity submitting a structural safety report using the CROSS-US website or by mail.

**Base Report:** The document and other materials submitted by a Reporter to CROSS-US via the website or by mail about a structural safety issue.

**De-personalized Report:** A Base Report that has been redacted and otherwise modified to conceal the identity of individuals, organizations, or corporations reporting.

**De-identified Report:** A Base Report that has been redacted and otherwise modified to conceal the identity of the individuals, organizations, or corporations and to avoid the identity of the project and products involved in the issue.

**Live Reports:** De-identified Reports with Expert Panel comments included, approved by the CROSS-US Executive Committee, and published on the website.

**CROSS Alert:** A be-aware structural safety topic written for publication on the website. The authors are not identified.

**CROSS Newsletter:** A CROSS publication periodically prepared and posted to the website and also available as a stand-alone document for other distribution, containing CROSS news and live reports to be highlighted.

**CROSS Topic Paper:** A topic paper is a more generalized structural safety issue involving design and construction written for publication on the website. Authors may or may not be identified.

**Content Management System:** The CROSS-US website is the system's heart and is visible to anyone. The back end is the content management system, which manages the system, reports, and data.

## **ORGANIZATION**

CROSS-US is part of an international network of CROSS entities. A Memorandum of Understanding and a License Agreement between CROSS-US and CROSS International to permit CROSS-US to participate in the international confidential reporting systems is yet to be completed.

CROSS-US is an SEI Organizational Entity.

The CROSS-US Executive Committee manages CROSS-US. The Executive Committee reports to the SEI's Board of Governors. The Executive Committee selects Director(s) and the Expert Panel members. The Expert Panel is chaired by the Director(s).

CROSS-US Operating Procedures are reviewed and approved by SEI's Board of Governors.

## **COMMITTEE STRUCTURE AND DUTIES**

The Executive Committee may create, delete, or reorganize any of the CROSS-US committees with the approval of the ASCE/SEI Board of Governors.

### **CROSS-US EXECUTIVE COMMITTEE**

The CROSS-US Executive Committee manages ongoing operations of CROSS-US.

#### **Duties**

The Executive Committee performs the following:

- Nominates the Director(s);
- Develops, monitors, and implements the vision, mission, and values of CROSS-US;
- Drafts policy and procedure modifications for approval of the SEI's Board of Governors;
- Prepares a business plan and annual budget for the SEI-BOG's approval;
- Manages CROSS-US finances in accordance with approved budgets;
- Solicits sponsors;
- Encourages the submission of confidential reports;
- Selects and appoints members of the Expert Panel;
- Manages and directs the Expert Panel;
- Conducts and organizes marketing and promotion outreach;
- Collaborates with the Structural Safety SCOSS and CROSS UK to maintain and improve the CROSS-US website and the Content Management System;
- With the unanimous approval of the Executive Committee, determines if the Live Report, Alert, Topic Paper, or other information will be forwarded to a Code, Standards, or Best Practices Organization; and
- Seeks counsel when appropriate on legal, risk management, and other issues.

#### **Executive Committee Composition**

The Executive Committee shall have five (5) voting members. Members of the Executive Committee shall represent geographic diversity in that no more than two (2) executive committee members can be from the same ASCE Region.

CROSS Director(s) shall be members of the executive committee.

The SEI Managing Director and another staff member designated by SEI Managing Director serve on the Executive Committee as non-voting members.

#### **Nomination and Election**

The Executive Committee shall be nominated and elected by the SEI's Board of Governors.

#### **Term of Office**

The terms of Executive Committee members shall be staggered so that no more than two members' terms of office shall expire in the same year.

The term of office of each member shall be four (4) years and renewable for one additional period.

#### **Chair of the Executive Committee**

The Executive Committee will appoint the Chair each year with no term limit.

#### **Vice Chair of the Executive Committee**

The Executive Committee will appoint the Vice Chair yearly with no term limit.

#### **Secretary of the Executive Committee**

The Executive Committee will appoint the Secretary each year with no term limit.

**Representatives to the SEI's Board of Governors (BOG)**

CROSS-US will have no representatives on the SEI's Board of Governors.

**Meetings**

The Executive Committee normally meets quarterly in person or by phone at locations decided by the Executive Committee. At any meeting, four (4) members constitute a quorum.

**Reporting**

The Executive Committee shall report bi-annually to the SEI's Board of Governors.

**Reimbursed Expenses**

Executive Committee members may be reimbursed for expenses as approved and in accordance with ASCE/SEI policies.

**CROSS-US DIRECTOR(s)**

The CROSS-US Director(s) is a member of the Executive Committee and chairs the Expert Panel. There can be up to two Directors as determined by the Executive Committee.

Directors are the only individuals in the CROSS-US organization with access to all levels of the Content Management System. Director(s) are the only individuals to whom the Reporter, project, and product identity are known. Directors must be trusted to maintain the confidentiality of reporters, project, and product information. The success of the CROSS-US depends on this confidentiality.

If there are two CROSS-US Directors, they shall agree on which one shall be responsible for processing each Base Report received.

**Duties**

Receives structural safety Base Reports via the CROSS-US website or mail.

Determines if the Base Report includes a valid issue for consideration by CROSS-US.

Decides if the Base Report requires urgent action.

Decides if additional information from the Reporter is required.

De-personalizes the submitted Base Report.

De-identifies the De-personalized Report.

Selects appropriate Expert Panel members to review, comment, and enhance the De-identified Base Report.

Chairs the selected Expert Panel group for the review of the report.

Facilitates and coordinates communication with the Expert Panel.

Edits the De-identified report until accepted by selected Expert Panel members.

Decides if the De-identified report should be a Live Report, a CROSS-US Alert, or Topic Paper.

Submits the Live Report, Alert, or Topic Paper to the Executive Committee for approval for publication.

**Director Qualifications**

Directors shall be a licensed engineer with a minimum of 30 years of experience in structural design. The Director must be a recognized professional within the structural engineering community, with a strong reputation for knowledge and integrity.



**Nomination and Election**

The Director(s) shall be nominated by the Executive Committee and approved by a unanimous vote.

**Term of Office**

There shall be no limit on the term of office. A Director can be removed from the Director position by a vote of four Executive Committee members.

**Meetings**

The Director(s) is expected to attend all Executive Committee meetings.

**Reporting**

Directors shall report to the Executive Committee.

**Compensation**

The Executive Committee shall determine Directors' compensation, if any, approved by the SEI's Board of Governors.

**Expert PANEL**

The Expert Panel reports to the Director(s). The panel's objective is to add information based on their experience and collect additional information as may be required to prepare reports.

From time to time, members of the Expert Panel may be asked to write an Alert or Topic Paper for publication as sole author or in association with others.

Panel members shall not use or appear to use any information gained while serving CROSS-US for any personal economic gain or identify CROSS-US as a source of information other than that which CROSS-US publishes.

Member of the Panel shall agree to conform to the ASCE Policy Statement 502 – Professional Ethics and Conflict of Interest.

**Duties**

Provides expert comment on De-identified Reports within their area of expertise and practice. When selected by the Director, review, and comment on a forthcoming De-identified Report, Alert, Newsletter, or Topic Paper.

When selected by the Director, recommend for publication the reviewed De-identified Report. As requested by the Director(s), write, as sole author or in association with others, an Alert or Topic Paper for possible publication.

Keeps abreast of current safety concerns and failure situations, including as an expert witness.

**Expert Panel Qualifications**

Expert Panel members are selected for their personal qualities and not as representatives of any organization or commercial entity. The panel should be geographically diverse.

Panel members should include relevant areas of practice within the structural engineering discipline, including construction. The Panel shall also include owners, regulators, and attorneys. The following provides a list of recommended representations:

- Consulting engineers
- Contractors
- Construction management personnel
- Academics
- Government owners
- Private owners
- Architects
- Government regulatory
- Standards-setting personnel
- Code and standards setting personnel
- Building officials
- Insurance industry personnel
- Legal and risk management personnel
- Structural materials experts

### **Nomination and Election**

The Executive Committee shall appoint and approve the Expert Panel members by a majority vote.

### **Term of Office**

There shall be no limit on the Expert Panel member's term of office. The Executive Committee may remove a member of the Expert Panel with a majority vote.

### **Chair of the Panel**

The Director(s) shall chair the group of selected Expert Panel members reviewing a De-identified Report.

### **Meetings**

The Expert Panel is not required to meet as a group. Meetings among groups working on De-identified Reports or other investigations may occur as needed and authorized by the Director(s).

### **Reporting**

There are no reporting requirements for the Expert Panel.

The Expert Panel will not issue any reports. Individuals or groups within the Expert Panel will not release, in any form, any information related to a De-identified Report without the approval of the Executive Committee.

### **Compensation**

Expert Panel members are volunteers and shall not be compensated, although travel expenses may be authorized by the Executive Committee in accordance with ASCE/SEI policy when authorized.

The Executive Committee may engage expert Panel members to perform services for compensation.

## **CROSS-US ADMINISTRATOR**

Staff within ASCE/SEI will administer the CROSS-US program.

Administrative duties include:

- Coordination of committee meetings.
- Acceptance of CROSS-US reports submitted by mail and then forward them to the Director(s).
- Other duties as required by the Executive Committee.

## **PROCEDURES**

These procedures are to ensure that the mission of CROSS-US is achieved. The following describes the process for creating Live Reports, Alerts, and Topic Papers on structural safety.

### **REPORTING OF SAFETY ISSUES**

The reporting of safety issues and concerns is where the process begins.

#### **Who Can Report?**

Anyone involved in the building and civil engineering professions, but especially civil engineers and structural engineers, can report to CROSS-US.

#### **What to Report?**

Reports should be made when someone wishes others to benefit from a significant “Lesson Learned” related to safety. The reporting is not an alternative to normal company or employer processes but may be used in parallel.

CROSS-US is interested in the reporting of concerns or lessons learned from any structural safety incident or concern or a series of experiences indicating a trend. CROSS-US is interested in reports relating to near misses or near hits or observations relating to collapses, where these have not been uncovered through formal investigation.

Small-scale events are important as they can be the precursors to more significant failures. No concern is too small to be reported; conversely, nothing is too large.

#### **Confidential or Anonymous Reporting**

Although CROSS-US handles submitted reports confidentially, initial contributions must be identifiable. This is necessary to validate the subject matter. CROSS-US is a confidential reporting system, not an anonymous reporting system.

Any report submitted to CROSS shall be treated as confidential, and neither personal details nor information that could be used to identify individuals, organizations, corporations, the project, or products are seen by anyone other than the Director(s).

#### **Submitting a Base Report**

A Base Report should describe the event or concern, the cause of the failure (if known and if there was a failure), and lessons that could be learned.

Almost all Base Reports are submitted by the Reporter using the online website form (cross-us.org). Personal contact details, a title, and a description of the concern or event are required. Optional additional information is requested regarding the Reporter's affiliation to a professional institution and details about the category of the report.

If a Base Report is received as an email, it is automatically entered into the Content Management System as a Base Report.

If a Base Report is received by mail, the Director(s) enters it manually into the Content Management System.

Base Reports submitted by mail shall follow these steps to ensure confidentiality:

- The Reporter places the report in an envelope addressed to CROSS-US Director.
- The Reporter places this envelope inside another envelope addressed to ASCE, Attention SEI Director, 1801 Alexander Bell Drive, Reston VA 20191-4382. Only the Director will see the contents of the inner envelope.

#### **Assignment of a Director**

When there are two CROSS Directors, they shall agree on which shall act as the Director for any Base Report. The Directors will review the Base Report. The intent is for the Director to be familiar with the Base Report area of practice. For example, buildings vs. bridges.

#### **Report Number**

Each Base Report, accepted or not, is given a number starting with US-1 and continuing sequentially as additional reports are received.

#### **Report Assessment**

The Director will verify that the report has come from a reputable source and is within the scope of CROSS-US. The initial review will include a check on the likely credibility of the information. The Director may also reject reports that, in the judgment of the Director, involve issues that represent undue risk or difficulty to CROSS-US (for example, a recent catastrophic collapse for which there is ongoing litigation with multiple investigations active).

The Director will acknowledge receipt of the report by phoning the Reporter and indicate acceptance or rejection. Email is not preferred as the response of the Director could become part of a project's record and be discoverable in a claim.

If the Base Report is rejected, the Director will inform the Reporter of the reason, and the Base Report will be destroyed.

The Director may request additional information from the Reporter by phone if required.

#### **Urgent Issue**

The purpose of CROSS is to collect data to identify trends and developments which might contribute to an increased risk to structural safety. Accordingly, CROSS cannot give advice and has no authority to intervene in specific projects or matters of concern. In circumstances where urgent advice is needed on particular matters of structural safety, or a Reporter considers there

to be a potential risk to health and safety, the Director should advise the Reporter to first raise the issue to the individuals with authority within the organization(s) involved. In such cases, the Reporter should consider whether it is necessary to report the matter on a non-confidential basis.

If this does not resolve the issue, or if the response received from the reporter does not resolve the issue, then the appropriate CROSS-US action may be required, including requesting permission from the Reporter to inform the appropriate regulator. If permission is granted, then CROSS-US, at the discretion of the Director, shall notify the appropriate regulator. If not given, the Director shall seek legal advice.

## **BASE REPORT PROCESSED**

The Director will process the Base Report.

### **Classify the Base Report**

Reports will be varied. Reports may include safety issues resulting from information withheld, design errors and omissions, regulations, unsafe practices, contractor means and methods, faulty components or supplies, and similar matters. Near misses are as valid to report as failures.

The Director will classify the Base Report.

There currently is no general taxonomy for structural safety issues. The ASCE Committee on Claims Reduction and Management has a task to develop a claims taxonomy that may be of value to CROSS-US and CROSS international.

### **Create a De-personalized Report**

Next, Director creates a De-personalized Report, the Base Report with the reporter's name, address, and contact details removed.

The reason for having a De-Personalized report is that it can be referred to as an original backup file if any technical information is lost during the editing of subsequent versions.

The Director will keep this report confidential.

### **Create a De-identified Report**

Next, the Director creates a De-identified Report, which is the De-personalized Report modified to conceal the identity of the individuals, organizations, corporations, and the project and products involved in the issue.

Particular care must be taken using photographs, which may contain subtle clues that identify a structure, firm, or individual. General editing occurs during this stage to ensure that the report is clear and concise.

Images require additional processing to ensure traceable metadata is removed (e.g., camera details, time taken, and location).

**Entry into the Content Management System**

Next, the Director enters the De-personalized Report and the De-identified Report into the Content Management System. The report's classification is carried through to each stage and can be edited at any stage. The De-personalized Report and De-identified Reports can be edited at any stage. The Base Report, which is retained until deleted, cannot be changed.

**Review, Enhancement, and Publication**

The process for publication of a De-identified Report is as follows.

**Further Information and Report Enhancement**

In some cases, additional review and enhancement may not be deemed necessary. The Director can proceed to recommend to the Executive Committee that the draft De-identified Report be published.

In other cases, the Director may make the draft De-identified Report available to members of the Expert Panel for review and comment. Expert Panel members selected are expected to comment only on subjects where they are confident of their position.

In some cases, the Director may request a review of a draft De-identified Report by experts, not members of the Expert Panel.

**Report Update**

The Director accumulates comments from the Reporter, the selected Expert Panel members, and others and prepares a final draft of the De-identified report. Comments are edited, combined, and included to give a composite view.

**Approval for Publication**

Once the Director creates a final draft of a De-identified report, it is submitted to the Executive Committee for review and approval for publication.

Approval for publication requires either an affirmative or abstention vote from each member of the Executive Committee and acceptance by ASCE Legal Counsel.

The Executive Committee decides if the De-identified report is to be published as a Live Report, CROSS-US Alert, included in the CROSS-US Newsletter, Topic Paper, or other means of publication.

**Live Report, Alert Newsletter, or Topic Paper**

Every viable report processed to the conclusion should result in a Live Report. In addition, content from a Live Report may be included in an Alert, Newsletter, or Topic Paper.

Live Reports are searchable on the website by classification. They are the most desirable form of dissemination because all reports in the database on the same topic can be queried simultaneously.

Alerts have limited information but provide users with “beware” information. Examples include a warning about hydrogen embitterment of high-strength fasteners and the OSHA requirement for four (4) anchor bolts on a column base plate.

A Topic Paper communicates a general safety issue that may frequently be occurring. Topic Papers are not project-specific. Examples include deferred submittals in the SE’s Contract Documents or the word “typical” on drawing details.

A Newsletter may be published periodically. Prepared from Live Reports and Legacy events, the Newsletter is posted to the website and also available as a stand-alone document for other distribution.

#### **Destruction of the Base Report**

Before a De-identified Report is published, the Base Report and correspondence are purged from the Content Management System.

#### **Changes to this Document**

Anyone may propose changes to the CROSS-US Policies and Procedures Document. Proposed changes shall be reviewed by the Executive Committee and may be modified as required. Upon a unanimous favorable vote by the Executive Committee, the Executive Committee’s proposed change shall be submitted to the SEI Board of Governors for approval. If approved, the Policies and Procedures Document will be changed.

## Memorandum of Understanding (MOU) for STRUCTURE between CASE, NCSEA, and SEI

The Council of American Structural Engineers (CASE) was founded in 1987 to improve the quality of structural engineering services and practices. CASE is part of the American Council of Engineering Companies (ACEC), and represents the business and risk management interests of structural engineering firms. The Governing Body of CASE is its Executive Committee.

The National Council of Structural Engineers Associations (NCSEA) was founded in 1993 as an autonomous federation of SEAs from throughout the United States. It advances the practice of structural engineering by representing and strengthening these Member Organizations. The Governing Body of NCSEA is its Board of Directors.

The Structural Engineering Institute (SEI) of the American Society of Civil Engineers (ASCE) was established in 1996 to advance, serve, and promote the worldwide structural engineering profession and related industry. SEI will embrace and support the membership of ASCE, individual members, and structural industry organizations. The Governing Body of SEI is its Board of Governors.

The three organizations believe that a close and cooperative working relationship is essential for the betterment of the structural engineering profession and its service to the public. To this end, the three organizations support a joint publication, STRUCTURE magazine. The following sections outline a general working arrangement for STRUCTURE among the three organizations.

### Editorial Board

- Each organization appoints three members to serve on the Editorial Board. NCSEA appoints a fourth person to serve as Chair of the Editorial Board. The duration of such appointments is at the sole discretion of each organization.
- The organizations agree that the Editorial Board will include additional representatives from the Concrete, Steel, and Wood industries (one from each). NCSEA appoints these representatives based on recommendations by the leading association(s) in those industries.
- The organizations agree that the Editorial Board is responsible for soliciting, reviewing and approving all content that is scheduled to appear in STRUCTURE, except each organization's news pages and the Editorial. Other than appointment of its members, the Editorial Board operates independently from the three organizations, seeking to act in the best interests of STRUCTURE and the structural engineering profession.
- The Chair of the Editorial Board establishes expectations for and assigns responsibilities to each of its members. The organizations agree that their representatives will cooperate with all reasonable direction from the Chair accordingly.

### Organizational Content

- Each organization is responsible for writing, submitting and approving four Editorials each year, following the editorial guidelines and deadlines established for each issue. Responsibility for the Editorial rotates each month.



- Each organization receives two pages in each issue for disseminating news to its members. These pages are not to be used for advertising.
- In addition to the Editorial, each organization has the opportunity to submit a recurring one-page column for STRUCTURE, which may appear up to four times each year. The column must be developed, reviewed and approved through the Editorial Board in accordance with its usual procedures.

#### Circulation

- All individual members of the three organizations with U.S. postal addresses are eligible to receive STRUCTURE magazine. Except as otherwise provided herein, no member information will be used for any purpose other than distributing the magazine without express written permission from the appropriate organization.
- Each organization will send its list of U.S.-based members, including their postal and e-mail addresses (as permitted by each organization), to the designated circulation contact at NCSEA every month by the first day of the month prior to the issue's publication month. Each organization is responsible for promptly incorporating change of address requests from its own members.
- Once per year, SEI and CASE will supply NCSEA with an updated Partnering Organization Subscription Form as per U.S. postal regulations. Once per year, SEI and CASE will pay NCSEA a subscription fee of \$2,000 to satisfy U.S. postal regulations for paid subscriptions.

#### Publishing

- NCSEA will continue to own STRUCTURE and manage production and publishing on behalf of the three organizations. This includes, but is not limited to, magazine layout, printing, distribution and circulation fulfillment, non-technical editing, and all expenses and income related to these responsibilities.

#### Promotion

- The cover of STRUCTURE will identify the magazine as a joint publication of the three organizations. Once per year, each organization may reference its own meeting or event on the cover in a way that is acceptable to all three organizations and the Editorial Board.
- In addition to the two news pages each month, each organization receives four free pages of advertising each year to promote its events or products, which can be used in any issue(s). Each organization must meet the advertising deadlines for reservations and materials for the issue(s) in which these pages will appear.
- Once per year, at a time of its choosing, each organization will have the opportunity to market an event, program or publication to the entire STRUCTURE magazine subscription list. This may be in the form of a postal mailing, an e-mail message or both.



#### MOU Terms

- This MOU supersedes and replaces any and all previous MOUs between the parties with respect to the matters discussed in this MOU. The Terms of this MOU will be reviewed annually and may be amended by consensus of the Governing Bodies of the three organizations.


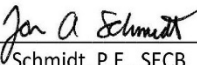
- This MOU is entered into voluntarily by the three organizations. Any organization's participation in this MOU may be terminated by the Governing Body of that organization with a minimum 30-day notice to the Governing Bodies of the other two organizations.

IN WITNESS WHEREOF, ACEC/CASE, NCSEA, and SEI OF ASCE have caused this MOU to be signed by their duly authorized representatives on the dates shown below.

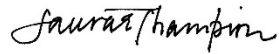

AMERICAN COUNCIL OF ENGINEERING COMPANIES  
COUNCIL OF AMERICAN STRUCTURAL ENGINEERS (ACEC/CASE)

By: <u></u> Heather Talbert, CAE Executive Director, CASE Date: <u>10/15/2019</u>	By: <u></u> Stacy Bartoletti, S.E. CASE Chair Date: <u>10/15/2019</u>
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NATIONAL COUNCIL OF STRUCTURAL ENGINEERS ASSOCIATIONS (NCSEA)

By: <u></u> Alfred V. Spada Executive Director, NCSEA Date: <u>10/15/2019</u>	By: <u></u> Jon A. Schmidt, P.E., SECB NCSEA President Date: <u>10/15/2019</u>
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STRUCTURAL ENGINEERING INSTITUTE  
AMERICAN SOCIETY OF CIVIL ENGINEERS (SEI OF ASCE)

By: <u></u> Laura E. Champion, P.E. Director, SEI of ASCE Date: <u>10/15/19</u>	By: <u></u> Glenn R. Bell, P.E., S.E., CEng (UK), F.SEI, F.ASCE, FIStructE SEI President Date: <u>10/15/19</u>
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The following table compares the ASCE's product lines according to the type and level of peer review, the pathway from manuscript to publication, and channels for marketing and distribution. More specific information on Publications may be found in the ASCE Author Center ([Author Center Home](#) | [ASCE Library](#))

	Standards	Manuals of Practice	Technical Reports (formerly Committee Reports)	ASCE Press	Proceedings
<b>Authorship</b>					
Author	ASCE	Committee	Committee OR individual chapter authors	Individuals	Individual paper authors
Editor	No, Committee contact only	Yes	Yes, from technical committee	Seldom	Yes, from conference committee
Sponsor	CSC with Institute / Technical Group	Institute/ Technical Group / CAP	Institute/ Technical Group / CAP	None	Institute/ Technical Group / CAP
<b>Approvals</b>					
Peer review	Yes, by public comment and balloting	Yes, by Blue Ribbon Panel	Yes, by technical committee	Yes, both proposal and manuscript	Yes, as set by Board or ExCom
By Board or ExCom	Codes & Standards Committee	Yes, following Blue Ribbon Panel review	Yes	No	Yes, to approve conference
<b>Manuscript Preparation</b>					
Formatting	Minimal; no double-column manuscripts or Table grids	Minimal; no double-column manuscripts or Table grids	Minimal; no double-column manuscripts or Table grids	Minimal; no double-column manuscripts or Table grids	Follow guidelines of conference committee
Final manuscript	Ready for copyediting	Ready for copyediting	Ready for copyediting	Ready for copyediting	Ready for composition
Copyright Transfer Agreement	No	Yes, signed by editor/chair or (with named chapter authors) by lead author of each chapter		Included in publishing agreement	Yes, for each paper
Permissions for non-original figures/tables	Yes; provide with manuscript	Yes; provide with manuscript	Yes; provide with manuscript	Yes; provide with manuscript	Yes; provide upon request
<b>Publishing Services</b>					
Copyediting	Yes	Yes	Yes, light copyediting (grammar, spelling, unclear sentences, structure of book/chapters)	Yes	Yes, light copyediting (titles, authors, affiliations, abstracts only)
Page Layout	Yes	Yes	Yes	Yes	No
Proofreading	Yes	Yes	No	Yes	No
Indexing	Yes	Yes	Yes	Yes	No
Cover design	Yes	Yes	Yes	Yes	Yes
<b>Publication Specifications</b>					
Possible formats	Soft cover E-book	Soft cover Hard cover E-book	Soft cover E-book	Soft cover Hard cover E-book	CD-ROM Flash drive E-book
Page size	8.5 x 11	6 x 9 8.5 x 11	6 x 9 8.5 x 11	6 x 9 7 x 10 8.5 x 11	8.5 x 11
ASCE Library	E-book	E-book Chapters	E-book Chapters possible	E-book Chapters possible	E-book Papers

## EXCOM PROCESSES FOR REVIEW AND APPROVAL OF PUBLICATIONS

**MANUAL OF PRACTICE:** Manuals of practice require an extensive peer review prior to publication. The SEI Technical Community ExCom (TC ExCom) appoints a “blue ribbon” committee composed of experts who are not involved with the writing to act as a review committee. Publication follows EXCOM approval and ASCE Publications Committee approval.

Six months prior to the anticipated completion date, the Committee Chair will provide the EXCOM recommendations and credentials for the “Blue Ribbon committee” for review and approval by EXCOM. EXCOM will review recommendations and finalize the “Blue Ribbon committee” membership within three months. (Note: It is recommended the membership of the “Blue Ribbon committee” be six to ten members.)

The “Blue Ribbon committee” shall summarize all comments and recommendations in a matrix format with page, section, existing text, and recommended changes and supporting comments. The Committee shall review all recommendations from the “Blue Ribbon committee,” accepting, modifying, or rejecting the recommendation and provide a response for their action. The final reviewed document shall be submitted with the associated “review matrix” to EXCOM for publication approval. The EXCOM has the right to ask for reconsideration of any comment response that is deemed inappropriate or incomplete.

Each contributing author to a Special Publication or a Manual of Engineering Practice shall be entitled to receive, without charge, one copy of the published document.

**MANUAL (Such as FIELD MANUAL):** A manual is a presentation of best practices in an area, almost a recipe or checklist or outline that includes all the things that should be considered when dealing with a topic. This publication will include a detailed discussion of the topic. The manual should convey “expert” advice, not just someone’s opinions. EXCOM Approval is the same as a Manual of Practice; see above.

**COMMITTEE REPORT:** A committee report is any written document that comes out of a committee (group-authored or group-approved) setting. Committee reports are usually more formal than a white paper and have the goal of answering a question or a range of technical issues, instead of just compiling background information. The Committee is responsible for authoring and reviewing the technical content and formatting. The EXCOM is responsible for approving the report for publication. The EXCOM review includes receiving approval from the committee that they have reviewed and approve of the content by a two-thirds (2/3) vote of the committee. The EXCOM has the right to ask for a separate technical review of the content if they have questions or concerns that the content is deemed inappropriate or incomplete.

**ASCE STANDARD:** A standard is a rigorous presentation of topics—a consensus on best or required practices that might even carry the force of a legal requirement for working in a particular area. The Technical Community ExCom of SEI coordinates all activities of SEI/ASCE related to the establishment and use of discontinuance of structural standards. The Standards Office and the TC ExCom coordinate the development of documents concerning the interface between prestandardization and standardization

activities. All Standards activities follow the processes defined in the ASCE Rules for Standards Committees; which is available online.

The TC ExCom is responsible for approving an ASCE/SEI Standard to go to Public Comment. This review and approval consists of examining the ballots for completeness, which includes ensuring that all items passed as required and all comments were responded to appropriately and completely. The ASCE Standards Office staff will provide all review and approval materials to the TC ExCom along with a due date for approvals. All questions on approvals process or timelines will be answered by the ASCE Standards Office staff contacts.

**STANDARDS COMMITTEE CHECKLIST: Development Cycle Process****SEI Standards Committees** *(rev. September 2025)***REVISION CHECKLIST**

The purpose of this check list is to guide the chair, committee members (voting and associate), and staff on tasks and their needed timeframe for compliance with ASCE Rules.

<b>TIMELINE</b>	<b>TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>ASCE RULES SECTION</b>
<b>ORGANIZATION OF COMMITTEE</b>			
After Completion	Disband Committee prior to beginning new cycle	Chair and CSC Staff	SEI req.
Prior to Commencement of Meetings	Appoint or reaffirm Chair	Chair recommends; TC ExCom approves	ASCE
Prior to Commencement of Meetings	Appoint Vice Chair, Secretary, and subordinate group chairs (if applicable) and YP roles (if applicable)	Chair	ASCE / SEI req.
Prior to Commencement of Meetings	Solicit for new committee members (1-3 months); collect applications and provide to Chair	ASCE/SEI Staff	SEI req.
Prior to Commencement of Meetings	Select new committee, both voting and associate members (if applicable) and set Roster; notify members accepted or declined	Chair with guidance from SEI Staff	SEI req.
Prior to Commencement of Meetings	Establish and populate subordinate groups	Chair	SEI req.
Prior to Balloting	Confirm balance of committee per ASCE Rules	CSC Staff	ASCE
Prior to First Meeting	Evaluate and decide which members will be eligible for ASCE Travel Reimbursement per policy	Chair and SEI Staff	SEI req.
At First Meeting	Confirm the Vice Chair and Secretary appointments	Committee	SEI req.
<b>SUPPLEMENTAL OPERATING PROCEDURES (SOP)</b>			
Prior to Commencement of Meetings	Determine if Supplemental Operating Procedures (SOP) are needed	Chair and SEI Staff	ASCE
Prior to Commencement of Balloting	Draft SOP	Chair and SEI staff	ASCE
Prior to Commencement of Balloting	Approve SOP	Committee, TC ExCom, CSC	ASCE

<b>TIMELINE</b>	<b>TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>ASCE RULES SECTION</b>
<b>MEETING SCHEDULE</b>			
Prior to Commencement of Meetings	Outline cycle schedule, including number of meetings, goals for completion -- such as adoption -- and expected ballot schedule	Chair and SEI staff	SEI req.
<b>MEETINGS</b>			
Meetings (as needed)	Plan meetings: Public announcement 45 days in advance (use CSC Form)	Chair and CSC Staff	ASCE
Meetings (as needed)	Plan meetings: Organize meeting date, location; contract with hotel (if needed) arrange F&B, AV	Chair and SEI Staff	SEI req.
<b>BALLOTING</b>			
Balloting (as needed)	Develop Proposals: Create proposals in Strike Out/Underline using base files provided by CSC/SEI Staff in proper proposal form	Chair or designee (subcommittee or task committee chair or proponent)	SEI req.
Balloting (as needed)	Organize Ballots: Send staff a ballot item list with all proposals	Chair or designee (Balloteer)	SEI req.
Balloting (as needed)	Balloting: Send to committee for appropriate duration (30 or 15 days)	CSC Staff	ASCE
Balloting (as needed)	Develop and Ballot Resolution of Comments	Chair	ASCE
<b>FINAL DRAFT</b>			
Final Document	Prepare final draft to include all successful changes using SO/U	Chair/Committee	SEI req.
Copy Edit	ASCE Staff copyedit and chairs to respond to queries	Chair/SEI Staff	SEI req.
<b>PUBLIC COMMENT</b>			
Public Comment	Organize ballot materials when balloting is completed	Chair and CSC/SEI Staff	ASCE
Public Comment	Authorize Public Comment	TC ExCom and CSC Committee	ASCE
Public Comment	Conduct 45-Day Public Comment	CSC Staff	ASCE
Public Comment	Resolve Public Comments (likely need 30 day ballot to the committee)	Chair	ASCE
<b>FINAL APPROVAL and PUBLICATION</b>			
Appeal Window	30-day window for Appeal (on Process ONLY)	CSC	ASCE
ANS (optional)	Final Ballot for ANS Approval (30-day Yes/No Ballot to the Committee); ANS Submittal	CSC and Chair	ASCE
After Completion of Public Comment and Appeal	Approve Standard and Commentary for publication	CSC	ASCE
Publication	Copyedit; Copyright and Permissions (as needed); publication process with ASCE staff	Chair and SEI/ASCE Pubs Staff	SEI req.



TIMELINE	TASK	RESPONSIBLE PARTY	ASCE RULES SECTION
<b>DISSEMINATION and EDUCATION</b>			
Submit to Code (optional)	Prepare submittals to third-party Codes or other Legal documents	Chair and SEI Staff	SEI req.
Dissemination	Provide to allied organizations and SDOs as appropriate	Chair and SEI Staff	SEI req.
Education	Develop education plan and goals	Chair and SEI Staff	SEI req.

## SCHEDULE AND TIMELINE – GENERIC TEMPLATE

The purpose of this generic schedule is to guide the chair, committee members, and staff on tasks and their needed timeframe for compliance with ASCE Rules. The typical duration for ASCE Standards is a 5-year cycle per our ASCE Rules. Some standards that are aligned with the International Code Council's process are revised on a 6-year schedule, which would increase the Meetings and Balloting by one year.

	Year 1				Year 2				Year 3				Year 4				Year 5			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
ORGANIZATION OF COMMITTEE																				
SOP																				
MEETING SCHEDULE																				
MEETINGS				1		2		3		4		5		6		7				
BALLOTING																				
FINAL DRAFT																				
PUBLIC COMMENT																				
FINAL APPROVAL & PUBLICATION																				