JOINT COUNCIL COMMITTEE RULES OF CONDUCT

1.0 Scope

This policy outlines the basic responsibilities of the Joint Council Committee relative to the appointment of members to the Selection Committee; and further addresses the necessary coordination and planning of Council activities as directed by the ASNT Executive Committee. The Joint Council Committee is not a Board of Directors Committee, but serves as a standing committee of the BOD Executive Committee.

2.0 Purpose

The general purpose of the Joint Council Committee is to support the mission of the Society by monitoring and integrating the activities of the Technical and Education, Section Operations, Research, and Certification Management Councils.

3.0 Organization

3.1 General Membership

The Joint Council Committee is comprised of two (2) members from each of the Councils. These members shall be the current Chairman and Vice-Chairman or their alternates.

3.2 Voting Membership

All Members of the Joint Council Committee (see 3.1 above) shall be voting members.

3.3 Officers

3.3.1 The Joint Council Committee Officers shall consist of a Chairman and a Secretary as follows:

- The Chairman shall be the current Chairman of one of the Councils (see 3.3.3 below);
- The Secretary may be selected from the membership of the Joint Council Committee, but committee membership is not a requirement.

3.3.2 Term of Office

The Officers shall serve for a period of one year, beginning at the end of the committee's Fall meeting.

3.3.3 Order of Service

The officer positions shall rotate through the Councils in such a manner that the position will be filled by each Council once every four (4) years. The order or rotation shall begin with Technical and Education Council, followed by Section Operations. Research, and Certification Management Councils.

3.3.4 Unexpired Terms

Vacancies on the Joint Council Committee as a result of resignation, illness or other reasons shall be filled by the appointment of an alternate by the Committee Chairman from which the vacancy occurs.

3.4 Duties of Joint Council Committee Officers

3.4.1 The duties of the Chairman are as follows:

- Preside over the Joint Council Committee meetings.
- Plan and prepare an agenda for each committee meeting.
- Coordinate the appointment of committee representatives to the Selection Committee.
- Assign projects to Councils.
- Appoint Task Groups as needed.
- Establish an operating budget for Joint Council Committee as necessary.
- Prepare and submit written and oral reports concerning Joint Council committee activities and recommendations to the Executive Committee as necessary.

3.4.2 The duties of the Secretary are as follows:

- Distribute agendas, notices and other communications to the committee membership as directed by the Chairman.
- Record and distribute the minutes of all committee meetings within one month of the meeting.
- Schedule Fall and Spring meetings of the committee with the Conference Department.

4.0 Responsibilities and Activities

4.1 Optional Activities

In support of the ASNT Strategic Plan the Joint Council Committee may, at the direction of the Executive Committee, engage in the following activities:

4.1.1 Coordinate activities through the development of an awareness of the activities of all Councils by providing an effective line of communication.

4.1.2 Assist in the planning for events such as the Spring and Fall Conferences, topical, symposia, etc., where Council activities may overlap relative to themes, tracks or program content.

4.1.3 Responding to Executive Committee Direction

The Joint Council Committee will respond to the needs of the Executive Committee by coordinating support for certain positions, development of policy and other specific assignments designed to promote uniform planning and implementation of Council activities of a parallel or overlapping nature. The Joint Council Committee will report, orally and in writing, to the Executive Committee as necessary.

5.0 Meetings

5.1 Meeting Times

The Joint Council Committee shall meet at least twice each year, once each at the Spring and Fall Conferences.

5.1.1 Meeting announcements shall be listed in the conferences schedules as published in ***Materials Evaluation***.

5.1.2 Special meetings will be scheduled at the discretion of the Chairman. The Secretary will be advised of such meetings and will, in turn, inform all members of the committee.

5.2 Quorums

A quorum of the Joint Council Committee shall consist of the Chairman (or alternate), at least one member from three of the four member Joint Councils with a total of fifty percent (50%) of the voting membership (see 3.2 above).

5.3 Voting

5.3.1 A majority vote shall rule.

5.3.2 Letter or telephone/facsimile ballots may be used in instances where decisions on specific matters must be completed before the next scheduled meeting.

6.0 Amenities

No special amenities shall be provided to members of the Joint Council Committee.