

**OPERATING PROCEDURES and BYLAWS**

**Of the**

**INDUSTRIAL STEERING GROUP  
(ISG)**

**Of the**

**UNITED STATES FEDERAL AVIATION  
ADMINISTRATION  
METALLIC MATERIALS PROPERTIES  
DEVELOPMENT AND  
STANDARDIZATION HANDBOOK  
(MMPDS)**

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## Acronyms

ACRONYM	DESCRIPTION	DISCUSSION
CAD	Computer Aided Design	
CRP	Cooperative Research Project	
GSG	Government Steering Group	The collection of Air Force, FAA, Army, Navy, DLA, NASA, or other government agency program managers formally associated with MMPDS.
ISG	Industrial Steering Group	The collection of aerospace supply and airframe companies, and their representatives formally associated with MMPDS.
MIL-HDBK-5	Metallic Materials and Elements for Aerospace Vehicles Structures Handbook	No longer current. This document has been replaced by MMPDS
OEM	Original Equipment Manufacturer	

## **Preface**

Major aerospace original equipment manufacturers and metallic material suppliers formed the Industrial Steering Group (ISG) in 1997 to fund and pursue related development activities of common interest. Battelle was instrumental in the initial creation of the ISG and has served as the ISG Secretariat since its inception. The heritage purpose of the ISG was to provide industry funding and guidance to pursue select independent projects within the framework of the MIL-HDBK-5 coordination activities. Simultaneously in 1997, as Air Force financial support for MIL-HDBK-5 was reduced, ISG members voted to temporarily divert funds to support the MIL-HDBK-5 general coordination efforts. Up to 50 percent of ISG membership dues would augment MIL-HDBK-5 general coordination efforts.

At the Spring 2001 ISG meeting, held in Dayton Ohio, two significant events occurred. First, a plan to transfer government financial participation in the MIL-HDBK-5 effort from the U.S. Air Force to the FAA was announced. The FAA renamed the former MIL-HDBK-5 to “Metallic Material Properties and Development and Standardization Handbook (MMPDS). The second significant item was agreement that efficiency and accountability of the ISG would be improved if it were more formally organized.

Beginning in 2001 the activities of the Government Steering Group (GSG) were also restructured to operate in a manner analogous to the ISG. Since 2001 the ISG and GSG have met jointly before each MMPDS coordination meeting to ensure that the MMPDS technical activities supported by the two groups are synergistically aligned.

A chairperson and vice-chairperson were elected. Additionally, an ISG committee was appointed and tasked with formalizing Industry Steering Group Operating Procedures and Bylaws. This "Operating Procedure" is being issued to document past and present procedures that will govern the operations of the ISG.

The board of trustees of the ISG is composed of the representatives of member companies in good standing.

This is a "living document" that will change as operating procedures are refined and more effective procedures are generated. This document and any future changes to it must have the board of trustees' approval.

## **Introduction**

The ISG committee was originally formed to represent major aerospace industrial organizations and their associated metallic material and mechanical fastener design and analysis concerns. The ISG was structured to emulate and complement the various task groups and subcommittees currently in place supporting MMPDS coordination activities.

ISG subcommittees are formed in response to major issues introduced by members of the ISG committee. Each subcommittee will typically have six to eight member company representatives. Each subcommittee will be responsible for coverage of one or more ISG-

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specific issues or critical, unresolved issues associated with the design and analysis of metallic aerospace vehicle structural materials and fastening elements. These issues may become the focus of cooperative research projects, (CRP), individual research and development projects, or group-sponsored projects. Any and all of these efforts should support and enhance the coordination activities formerly associated with MIL-HDBK-5, and currently associated with the MMPDS.

The ISG committee may also organize industry forums for sharing information and collecting specific research interests from members and potential members. ISG subcommittee members will volunteer to attend and participate in meetings of specific interest to them, and report the activities of the subcommittee to the overall ISG committee.

## **Article I. NAME, PURPOSE, AND GOALS**

### **Section 1.01 Name**

The name of this organization shall be “INDUSTRIAL STEERING GROUP” (ISG).

### **Section 1.02 Purpose**

- (a) Support the efforts of the MMPDS coordination group in generating a complete and accurate materials and fastening elements design allowables database.
- (b) Provide funding, technical support, and guidance for the development of specific analysis, design tools, material property data, and design element (fasteners) data common to aerospace vehicle OEM, government research, and aerospace industrial suppliers and service providers.
- (c) Provide a means for professional interaction, problem solving, and discussion of common issues among member companies.
- (d) Broaden industry involvement and influence the coordination activities of the MMPDS, thereby increasing the leverage of funds for ISG participants.
- (e) Provide a network to rapidly gain member feedback on issues of concern to ISG members.
- (f) Develop and maintain a hyperlinked web site containing MMPDS data and software for the exclusive use of ISG members. Said web site shall contain data and analysis packages in accordance with MMPDS guidelines and procedures.
- (g) All members of the ISG are encouraged to actively recruit potential new members and promote the ISG at tradeshow and other industry conferences.

### **Section 1.03 Organizational Structure**

- (a) Active members shall consist of representatives of companies interested in the goals and objectives of the Industrial Steering Group and who are currently in good standing.
- (b) Membership participation shall be on a voluntary basis and members will not be reimbursed from ISG funds.
- (c) A Chairperson and Vice Chairperson shall be nominated from the pool of representatives from companies in good standing. The Chairperson’s duties will include the introduction, presentation, and definition of agenda items for consideration by the ISG. The Vice Chairperson’s duties will be to assist the Chairperson in coordinating between meeting activities and assist in running coordination meetings.
- (d) The position of Chairperson and Vice Chairperson shall be filled on an alternating basis of representatives from participating original equipment and airframe manufacturers and the participating material and/or fastening element suppliers and service providers. The Vice Chairperson shall succeed the Chairperson on completion of his/her term; whereon a new Vice Chairperson shall be nominated and agreed on from the representatives of member companies in attendance at the pertinent coordination meeting.
- (e) Battelle, or the current prime contractor, shall fulfill the role of Secretariat, archivist, and meeting facilitator. Records of past agenda items and meeting

minutes shall be distributed to member company representatives on request. Additionally, Battelle, or the current prime contractor, shall receive and count voting results of ISG ballot agenda items.

- (f) Battelle, or the current prime contractor, may also coordinate and perform statistical analysis, research, testing, and reporting tasks associated with ISG activities.
- (g) Standing or ad hoc subcommittees shall be formed to address long-term activities, or unique, short-term areas of interest to the ISG. Proposed subcommittees shall be introduced by the chair, and formed with the consensus of the overall ISG committee.
- (h) Non-ISG member parties or representatives of interested organizations may attend coordination meetings, and participate in topics of discussion when invited by the Secretariat or a current ISG member to do so. Nonmembers may not introduce, nor vote on ISG agenda items.

## **Article II. Membership**

### **Section 2.01 Membership**

- (a) Active members shall represent companies interested in the development of material and fastening element design allowables or in providing technical services to those companies, regardless of race, creed, gender, or national origin. Active member companies must be in good standing, with dues paid on an annual basis.
- (b) ISG membership shall constitute a standard one year contract. Terms of annual membership agreements may be changed on an annual basis. Article II Section 2.03 establishes the process for making out-year changes to the document. Article II Section 2.04 outlines typical, minimum membership benefit features and Appendix III, Table III-1 provides a tabular listing of membership level options.
- (c) Member organizations may not engage in unique contract arrangements with Battelle or the current prime contractor or other member companies under the ISG umbrella. All benefits, proceeds, or use of products resulting from ISG activities shall be made available and delivered to all member companies in a common form and manner.
- (d) Item 2.01b does not preclude member companies from entering separate, independent agreements or contracts with either Battelle or the current prime contractor or other member companies.

### **Section 2.02 Application**

Application for membership shall be made on a standard form and coordinated with Battelle or the current Secretariat. Annual membership options and dues are summarized in Section 2.05.

The primary point of contact with Battelle for membership is: Anne Mundy

Phone: (614) 424-6496

E-mail: [mundya@battelle.org](mailto:mundya@battelle.org)

Website: MMPDS.org

### **Section 2.03 Membership Agreement**

The annual Membership Agreement establishes a contract between the ISG and its individual member companies. The primary purpose of the Membership Agreement is to outline specific benefits available to the companies as result of membership and to allow participating companies to select benefits and options as set forth in Article II Sections 2.04 and 2.05 of the bylaws.

Changes from the current annual membership contract for the upcoming year can be proposed by the Secretariat or any member, for membership vote on a 30 day ballot prior to the Fall Meeting. Voting will be per Article III, Section 3.01 and the results of the balloting and a summary of the next year's contract terms will be presented at the Fall meeting.

### **Section 2.04 Benefits**

Benefits will be as set forth in Section 2.05 and the current membership agreement. These annually updated benefits will include, at a minimum, the following general features:

1. Unlimited simultaneous access, by the agreed-upon number of users (see Table III-1), to the MMPDS ISG web site<sup>1</sup> for one (1) calendar year, beginning January 1 running through December 31 of the same year which includes access to:
  - Current statistical analysis software tools, which are designed to facilitate compliance with current Chapter 9 guidelines.
  - Free viewable and searchable content of the latest version MMPDS-XX (additional charges will apply for copies of MMPDS-XX downloaded from the ISG website).
  - Bookmarked versions of current and previous MMPDS/MIL-HDBK-5 meeting agendas, minutes and handouts
  - Cross-referenced and annually updated databases of MMPDS coordination meeting agenda items and supporting documents
2. Named-user access by the agreed-upon number of users (see Table III-1) to the current electronic database of approved design allowables, accessible through the MMPDS ISG website.
3. Voting authority on the Secretariat's use of Industry Steering Group funding in accordance with voting rights (see Table III-1) for ISG and ISG-supported GSG activities.
4. Handbook credits as specified in Table III-1. The credits will apply to any new edition of the Handbook as it becomes available within the current calendar year.

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<sup>1</sup> Interested parties may view the public portions of the MMPDS ISG website at [www.mmpds.org](http://www.mmpds.org).

### **Section 2.05 Membership Options**

- (a) Membership options will be governed by the terms of this section and of the applicable annual membership agreement.
- (b) Participating companies may select a variety of membership options based on their needs and priorities. These member options will be tailored to emphasize either ISG web site access, voting authority, or the number of copies received annually of the MMPDS Handbook and will be updated on an annual basis by joint agreement of the ISG membership at large and the Secretariat. A copy of the current membership options is included as Appendix III. The membership options will vary with membership level but will include:
  - (i) An option that maximizes the number of simultaneous users a company will be allowed to access the ISG web site.
  - (ii) An option that maximizes a company's influence in defining the priorities of the tasks examined by the ISG.
  - (iii) An option that maximizes the value of current licensed copies of the MMPDS Handbook (as a percent of membership fees). Table III-1 of Appendix III summarizes the currently available participation levels and their associated annual dues.
- (c) A one-instance, ½ year membership is available for companies who wish to audit the ISG on a trial basis. Dues for ½ year memberships will be ½ the full-year membership beginning no earlier than July 1<sup>st</sup>. During their trial period, trial members will receive ½ the annual allotment of handbook credits available but full voting and user access privileges for their selected Membership Level. Any single company may exercise a trial ISG membership only once.

### **Article III. Governance**

Agenda items are descriptions of both GSG and ISG exclusive coordination activities. Agenda item numbers are assigned per the guideline of “who benefits”? If the item would benefit ONLY the ISG membership, such as the development of software which is available to the ISG / GSG membership, then the agenda item will be assigned a number with the prefix of “ISG” and the cost of development will be borne solely by the ISG. If the item benefits the MMPDS as a whole or any of its users, then it is assigned a number with the prefix “GSG” and the cost will be shared between the ISG per the guidelines of Article V, Section 5.01, Item C and the GCC.

ISG coordination meetings will provide a forum for the introduction, discussion, and possible assignment of an agenda item to a pertinent issue or concern brought forth by a member company for the benefit of the ISG as a whole. The Chairperson, Vice Chairperson, and Secretariat shall lead and control the discussion of potential ISG agenda items. If members reach consensus that an item is sufficiently mature, does not duplicate a previous or existing agenda item, and warrants further effort, then the secretariat will assign an ISG agenda item number. The item will subsequently be voted on by the

members to establish its priority ranking within the pool of existing or other new agenda items. Battelle, or the current prime contractor, will support existing agenda items consistent with the priority established by the voting members, constrained within the available funds generated by membership dues.

### **Section 3.01 Voting Formula**

The voting formula establishes the relative importance of agenda items by reflecting the influence companies wish to exert by the nature of their ISG membership agreement. Article II, Section 2.05 describes the characteristics of the various ISG membership options, which are summarized in Table III-1, Appendix III.

The voting formula for all agenda items except those pertaining to modifications to the Annual Membership Agreement is:

Total Weighted Score = Summation of (Voting Weight Factors \* Rank Weight Factors)

$$TWS = \sum (VWF * RWF)$$

Rank Weight Factors (RWF) are constant for all companies, depending on the company's priority assigned to the agenda item.

- A rank of 1 has a RWF value of 10, (highest).
- Rank of 2 RWF = 5
- Rank of 3 RWF = 3
- Rank of 4 RWF = 2
- Rank of 5 RWF = 1, (lowest).
- Voting Weight Factors (VWF) are determined by each company's membership level, as noted in Table III-1, Appendix III.

For combining ISG priorities with Government Steering Group (GSG) priorities on general MMPDS items, the following steps are used:

- 1) Independently determine TWS (total weighted score) of items for ISG and GSG using method described above.
- 2) Calculate the percent funding to general activities for each group (only the contribution amount of ISG membership which goes toward general efforts).
- 3) Adjusted TWS procedure normalizes the scores of the two steering groups as well as ratioing them according to the percent funding of each group:
  - a. Adjust the ISG TWS for each item by dividing the individual ISG TWS for the item by the sum of the total weighted ISG TWS for the group of items; then multiply by the ISG percent funding for the group of item; then multiply by 100.
  - b. Adjust the GSG TWS for each item by dividing the individual GSG TWS for the item by the sum of the total weighted GSG TWS for the group of items; then multiply by the GSG percent funding for the group of item; then multiply by 100.
- 4) Combine the adjusted scores for each item to determine combined TWS. The sum of the adjusted combined TWS should equal 100. The highest values are those of highest priority.

- 5) Review results with Chair & Vice-Chair of ISG and GSG to see if high priority items from each group are covered, and look at effort related to work-load.

The voting formula for agenda items which pertain to proposed modifications to the Annual Membership Agreement will be assigned a ‘Total Weighted Score’ and a ‘Weighted Ratio’ to establish whether a proposed change is accepted or rejected. A Weighted Ratio of greater than 0.60 (3/5 majority) is required to change the current agreement.

There are 4 categories of response:

- A ballot is cast for a ‘yes’ vote which receives a rank of 1
- A ballot is cast for a ‘no’ vote which receives a rank of 0
- An abstention (*i.e.*, you cast a ballot, but do not provide a ‘yes’ or ‘no’ vote) which is counted only in the number of ballots cast to determine if it is a valid vote but not to determine the outcome of the ballot
- A “no ballot cast” which is not counted for any purpose

Members should be aware that votes to change the Annual Membership agreement can have financial implications, so these ballots should be carefully considered and members are strongly encouraged to cast a ballot.

The ballots will be counted and summarized as follows:

- Total Weighted Score = Summation of (Voting Weight Factors \* Rank Weight Factors)

$$TWS = \Sigma (VWF * RWF)$$

- Weighted Ratio = Total Weighted Score / Possible Weighted Score  
 $WR = TWS / PWS$

- Possible Weighted Score = Summation of all companies’ Voting Weight Factors  
 $PWS = \Sigma VWF$

Voting Weight Factors (VFW) are determined by each company’s membership level, as noted in Table III-1, Appendix III.

### **Section 3.02 Voting Members and Balloting Procedures**

- (a) Active members of the ISG have voting authority as described in that year’s ISG benefits statement (see Appendix III, Table III-1). Members will vote to decide ISG expenditures and priorities.
- (b) Agenda items will be agreed on at ISG coordination meetings.
- (c) After the Spring meeting all open agenda items will be collected and a single ballot will be issued to prioritize items for the upcoming year.
  - (i) The ballot will include both new agenda items and existing agenda items which have been dispositioned “continue item, re-ballot to establish priority”.

- (ii) The ballot will be distributed by the Secretariat to key company representatives approximately one month after the Spring coordination meeting.
- (iii) If clarification of desired options within a ballot item is required, it is acceptable to perform an electronic survey of ISG member preferences to aid in formulating the official ballot item.
- (d) Ballot results shall be forwarded to Battelle, or the current prime contractor, who will tally and disseminate the results.
- (e) For a submitted ballot to be valid
  - (i) A single ballot shall be submitted by each ISG member company.
  - (ii) Additionally, it is the responsibility of the company to provide a single entry for each of the priority rankings (i.e. a single item ranked at 1, a single item ranked at 2, and so on) within the ISG and GSG categories.
  - (iii) In the event that multiple rankings or multiple ballots are provided, the company's key contact will be notified that the ballot is invalid and will be given an opportunity to submit a valid ballot.
- (f) A minimum of 50% of eligible ISG member companies must cast ballots for a valid vote. If insufficient votes are cast, the ISG Chair and Vice Chair will be consulted on agenda item priorities and may adjust final ranking if there is no clear direction based on the votes cast.
- (g) Member companies will have 30 days from the issuance of a ballot to cast their votes.

### **Section 3.03 Executive Officers**

All executive officers shall be selected from the pool of ISG member-company representatives. ISG companies must be in good standing in order for their representative to fill an executive office. All executive officers shall be selected without bias against age, gender, race, or national origin.

Prior to taking office potential ISG officers shall be asked to acknowledge a familiarity and understanding of these ISG by-laws.

- (a) Officers of the ISG shall consist of a Chairperson, Vice Chairperson, Secretary/Treasurer, and the heads of any subcommittees that may be formed. The Chairperson shall serve for one year, commencing from the date of the spring coordination meeting. Battelle, or the current prime contractor, shall designate the Secretary/Treasurer.
- (b) The current Vice Chairperson shall succeed the Chairperson on completion of their term at the spring coordination meeting.
- (c) The office of Vice Chairperson shall be determined by consensus of the attendees at the spring coordination meeting. The Vice Chairperson shall be selected on an alternating basis from representatives of the supplier and air-framer companies and shall serve for one year, commencing from the date of the spring coordination meeting.

- (d) Any person employed by an ISG member company may hold the office of Chairperson, Vice Chairperson, or head a subcommittee. In the event that an officer is no longer employed by an ISG member company and can, therefore, not complete his or her term, replacement officers shall be selected by the overall committee at the next coordination meeting.
- (e) Officers may continue to serve their current terms in the event that they transfer employment from one ISG member company to another. A formal announcement will be made at the next coordination meeting to the representatives in attendance. Any comments or concerns shall be resolved at the next coordination meeting by the representatives in attendance.
- (f) Member companies may replace officers who leave their employment and move to a non-ISG company. The replacement officer can serve for the duration of the original officer's term. The ISG may select a replacement officer at the next coordination meeting in the event that the member company cannot provide a replacement.

#### **Section 3.04 Duties of Executive Officers**

- (a) **Chairperson.** The Chairperson or chair shall be the chief elected officer. The Chairperson shall preside at all regular and special meetings. The Chairperson shall be an ex officio member of all subcommittee groups. Chairperson duties, at a minimum, include the following:
  - (i) Preside over ISG coordination meetings
  - (ii) Introduce and present agenda items for general discussion, in collaboration with Battelle, or the current prime contractor.
  - (iii) Provide the focal point of contact with Battelle, or the current prime contractor
  - (iv) Establish meeting agendas and summarize the status of existing agenda items, in collaboration with Battelle, or the current prime contractor.
  - (v) Appoint heads and members of subcommittees
- (b) **Vice-Chairperson.** The Vice-Chairperson shall work with the Chairperson in all aspects of his or her position and assist the Chairperson during the course of his or her term. The Vice Chair shall succeed the Chairperson following the expiration of the Chairperson's term. If the office of Chairperson becomes vacant for any reason, the Vice-Chairperson shall immediately assume the office of Chairperson. He or she shall succeed to fill his or her own elected term as Chairperson at the end of the substitution.

The Vice-Chairperson shall be responsible for maintaining communications with any subcommittee heads and reporting the progress of each group to the Chairperson and members attending the coordination meetings. The Vice-Chairperson may determine the need for the creation of additional groups. If the Vice-Chairperson determines such a need, the final decision for creation of a new group will be decided by majority vote of the full ISG.

- (c) **Treasurer/Secretary.** The Treasurer/Secretary position is reserved for a member of the prime contractor to the Industrial Steering Group, currently Battelle. Battelle, or the current prime contractor, shall be custodian of the organization's funds, shall supervise receipts and expenditures, shall render a semi-annual statement to the membership on the financial condition of the organization, and shall prepare and submit any reports required by law. The Treasurer/Secretary shall record and maintain minutes of all meetings and activities; shall have charge of all papers, archives, records and property; shall issue all notices of meetings; shall maintain an up-to-date membership roster; and shall provide periodic reports on the activities of the organization. The Treasurer/Secretary shall arrange for all coordination meeting facilities.
- (d) **Subcommittee chair.** Subcommittee chairs shall be recommended and introduced by the chairperson to head and coordinate the efforts of any standing or ad hoc groups that may be formed. Subcommittee chairs shall serve for one-year terms. The heads of subcommittees may renew their position with the concurrence and consensus of the overall ISG committee.

## **Article IV. Groups and Subcommittees**

Standing and ad hoc subcommittees or groups shall be appointed and formed after introduction by the Chairperson to the attendees at a coordination meeting.

Subcommittees may be formed to study unique issues, develop and implement programs, or monitor and coordinate ISG agenda items on a relatively short-term time scale. Tasks or issues requiring an extended, sustained effort may have an associated group formed to address the issue. All subcommittees and groups shall function in an advisory capacity to the elected ISG officers and the overall ISG committee.

Group Chairpersons shall report on their activities at attended coordination meetings and at such other times as directed by the ISG Chairperson. The members of all standing groups shall hold office until relieved by their successors. All group chairpersons should prepare a written report summarizing their respective group's activities during their term of office. This report shall be included in the overall ISG archives.

### **Section 4.01 Standing Groups**

Each standing group shall be comprised of a minimum of three persons. Each group is responsible for electing a group chairperson. Efforts should be made to elect a chairperson that does not hold a position as an ISG elected officer. In cases where the group does not appoint a chairperson, the ISG chairperson shall then appoint the group chairperson. Each respective group chair shall provide an update to the ISG vice-chairperson as necessary.

- (a) **Bylaws group.** The Bylaws group shall be responsible for reviewing the bylaws on an annual basis and revising the bylaws as necessary. Amendments to these bylaws may be considered at any meeting of the membership. Amendments may be initiated by a proposal signed by at least two (2) voting members and shall be

delivered to the chairperson of the Bylaws group. Within thirty (30) days thereafter, the chairperson of the Bylaws group shall send notice of the proposed amendment to the Executive Board of Directors. Such notification must be sent not less than thirty (30) days prior to a meeting of the membership where that amendment is to be considered. Amendments to these bylaws shall be approved by a majority of votes cast.

The Bylaws group will also be responsible for reviewing the Annual Membership contract, accepting proposed changes from the Secretariat and ISG members at large, negotiating language acceptable to all parties and presenting proposed language to the ISG in the form of an Agenda item. The deadline for proposed changes for the upcoming year's contract is August 1 of the current year. The Bylaws committee will send out proposed language changes not less than 30 days prior to the Fall ISG meeting and those changes will be voted on by a special 30 day ballot. The results will be reported in the Fall meeting.

#### **Section 4.02 Ad Hoc Subcommittees**

Ad hoc subcommittees may be appointed at the discretion of the ISG chairperson, chairperson elect, or vice-chairperson. Such groups shall remain active until they have accomplished the purposes for which they were appointed or until inauguration of the succeeding ISG chairperson.

## **Article V. Finances**

### **Section 5.01 Sources and Allocation of Funds**

Funds will be derived from membership dues. Battelle, or the current prime contractor, shall manage funds under the direction of the ISG executive officers and membership.

- (a) ISG resources are allocated and employed by the Secretariat between support of MMPDS defined coordination activities and ISG exclusive activities. Note that MMPDS agenda items and activities are referred to as GSG activities. The available funds for overall ISG activity will fluctuate annually depending on the number of member companies and the corresponding membership levels.
- (b) The ISG Secretariat will not expend ISG resources on GSG-defined activities unless the expenditures have been specifically approved through the standard ISG balloting process.
- (c) The ISG may choose to supplement GSG-defined coordination activities. These activities will be subject to the normal ballot introduction procedures and voting regimen of other ISG-related activities established at the spring ISG coordination meeting. The current allocation is set at 30% of annual ISG resources. Any changes to this allocation level for future years will be handled in the same fashion as proposed changes to the Annual membership contract.
- (d) All open GCC agenda items will be included on the GSG portion of the ISG ballot. In addition members may propose other GSG items for inclusion at the Spring and Fall meetings. Once the list of items is prioritized through the balloting procedure, ISG funding, described in Article 5 Section 5.03, will be

spent, in order of priority, against items not receiving any or receiving insufficient funding from GSG sources.

- (e) The ISG may choose to allocate emergency funds in the support of handbook activities over and above the GSG-defined coordination activities described in Article V, Section 5.01, Item c. This is intended to be a temporary measure renewable on a biannual basis during the Spring coordination meeting. The initial level for the emergency fund is set at 20% of the annual ISG resources.

### **Section 5.02 Fiscal Year**

- (a) The fiscal year shall commence on the first day of January and end on the last day of December. Membership fees are due on the first day of January.
- (b) Invitations for annual ISG membership or renewal in the upcoming fiscal year shall be sent by the Secretariat to existing and prospective ISG companies during the first half of September in the form of the ISG Membership Benefits Statement and the Membership Selection Form A summary of received expressions of interest will be presented by the Secretariat at the fall coordination meeting in order to provide an initial estimate of ISG resources for the coming year.
- (c) The Secretariat shall distribute a final estimate of available ISG funds for the coming fiscal year based on the actual membership dues received approximately one month prior to the spring coordination meeting. The funding-level estimate can be packaged with other ISG-related correspondence in support of the spring coordination meeting.

### **Section 5.03 Dues**

- (a) Membership fees and signed membership agreements are due on the first day of January. Member companies become delinquent on the first day of February.
- (b) A one-month grace period will be allowed for delinquent payments. After that grace period delinquent company representatives may be removed from the ISG correspondence list, may be denied access to the ISG web site by having the company password disabled, may lose voting privileges for the spring ISG meeting of that year, may not be able to attend the ISG meeting, and may not be eligible for the discounted ISG member meeting registration fee. The Secretariat shall maintain close coordination with delinquent companies and the current ISG leadership to assist in their reinstatement. The Secretariat will reinstate suspended ISG benefits on receipt of membership dues and the signed membership agreement.
- (c) A one-half year, partial membership option exists for new companies wishing to evaluate ISG activities prior to committing to an annual membership. Partial membership fees will be set at 50% of the full year membership fee for the participation level selected.
- (d) Partial memberships will apply for a floating, six-month time period of the current fiscal year. The selected level of ISG member limited web site access will apply only for this six-month time period. ISG member limited web site access will only be granted on receipt of the partial membership dues and signed agreement.
- (e) Partial-membership companies may cast ISG ballots at one coordination meeting. These voting rights will apply at the next ISG coordination meeting that occurs

after the start of the six-month trial-membership period. In order to participate in subsequent ballots, the prorated membership dues for the remainder of the year must be paid prior to the next ballot.

- (f) On a three year cycle, starting with calendar year 2008 and to be effective in contract year 2009, the membership fees will be adjusted for the cumulative effects of annual inflation for the prior three years. Adjustments were made in 2011 and 2014 (effective in 2012 and 2015). The next adjustment will be evaluated in calendar year 2017. Any adjustment will be voted on as part of modifications to the annual membership agreement.

#### **Section 5.04 Financial Reporting**

Prior to January 31<sup>st</sup> of each year, the treasurer/secretary or their delegate will present the current status of the financial activity of the previous year and the proposed work of the current year as follows:

- 1) A short summary of technical progress completed on outstanding agenda items. This can be taken from the prior year's Fall meeting
- 2) Overall spending chart for previous year showing budget and spending for total ISG, ISG only effort and ISG general effort.
- 3) Pie chart showing previous year percent of ISG only funds expended on the following categories; ISG basic activities (membership, website, meetings, inquiries, etc.), software enhancements, and supplemental properties.
- 4) The prioritized plan for the agenda items, including roughly estimated (High, Medium, Low) dollars or hours (man-weeks or man-months), to be worked during the current calendar year. This should also include a rough estimate to completion (in terms of expenditure of resources – dollars or duration) for each agenda item included in the plan.

This report will be given via a scheduled meeting, either in-person or virtual, for any members of the ISG wishing to participate. The format of this report should be clear and concise and done in a manner to minimize the reporting burden on the Secretariat.

#### **Section 5.05 Loans**

No loans shall be contracted on behalf of the organization, and no evidence of indebtedness shall be issued in its name.

#### **Section 5.06 Authority**

The active membership, by casting agenda item votes based on Article III, authorizes Battelle, or the current prime contractor, to spend ISG funds in support of those activities. The executive officers and Battelle, or the current prime contractor, are empowered to authorize special, extraordinary expenditures during the periods between general coordination meetings. Any such extraordinary expenditure shall be fully documented and reviewed at the next coordination meeting.

### **Article VI. Meetings**

At least two general meetings shall be held each year. Meetings shall be scheduled to coincide with the MMPDS Coordination Committee meetings, which generally occur in

March and September. In the event that no MMPDS Coordination meeting is held, an option of an electronic meeting will be caucused among the ISG member representatives.

### **Section 6.01 Meeting Procedures**

ISG meeting procedures shall be as follows:

- (a) The chairperson or vice-chairperson or their delegate will present the previous meeting's summary and move for approval of the minutes.
- (b) The chairperson or vice-chairperson or their delegate will present the results of ballot votes.
- (c) The chairperson or vice-chairperson or their delegate will present the summary of open agenda items.
- (d) The treasurer/secretary or their delegate will present the current status of any open agenda items as follows:
  - (i) Technical progress completed on outstanding agenda items.
  - (ii) General discussion and comments on the status of any open agenda items.
- (e) The chairperson or vice-chairperson or their delegate will present any new business agenda items received since the previous ISG coordination meeting.
- (f) The floor will be opened for general discussion and introduction of any new agenda items for inclusion on the ISG portion of the next ISG ballot. The secretariat is invited to suggest items for inclusion. A specific list of ISG agenda items will be captured and summarized.
- (g) The floor will be opened for a general discussion and introduction of any new agenda items for inclusion on the GSG portion of the next ISG ballot. All open GCC agenda items will form the basis of the GSG portion of the ISG ballot plus any items introduced during this discussion.
- (h) A specific list of ISG funded GSG ballot items will be captured and summarized.
- (i) At the Spring meeting, the chairperson or vice-chairperson will present a summary of all items to be included on the upcoming ballot.
- (j) The floor will be opened for a discussion of any proposed changes to the bylaws.
- (k) The treasurer/secretary will provide the closing remarks and summary.
- (l) The meeting will be adjourned.

### **Section 6.02 Agenda Item Introduction Procedure and Status**

- (a) The goal of item introduction and discussion is to create a well-defined agenda item for subsequent voting by the ISG membership as a whole.
- (b) A member-company representative will coordinate with either the chairperson or vice-chairperson to define a proposed item. This coordination activity can occur prior to the general meeting, whereon the item will be introduced for discussion, disposition, or revision by the whole ISG membership.
- (c) Alternatively, an item can be introduced at the general meeting and discussed by the full membership committee.
- (d) Item introduction, discussion, and definition will be limited to 25 minutes.
- (e) A simple majority vote in favor from attendees present is required to assign an item an agenda number.
- (f) The status of an existing, or a description of a new agenda item will be communicated using a standard form to the member companies when meeting

minutes are distributed. The disposition of existing agenda items will be reviewed at the general coordination meetings. Appendix II contains a sample of the form and the current disposition options defined by the ISG.

- (g) Ballot procedures are discussed in Article III, Section 3.02

### **Section 6.03 Archive Binders**

Battelle, or the current prime contractor, shall take the following actions to assist ISG members to develop and maintain accurate archives and summaries of ISG coordination activities and project status. Member companies will be given the opportunity to develop and maintain an accurate history and current status of ISG activities. Specifically, Battelle, or the current prime contractor shall institute the following:

- (a) Assign a unique number to each agenda item.
- (b) Provide a rating matrix sheet or sheets along with the copies of the proposals with the agenda number listed for reference.
- (c) Assign a unique project number to each agenda item that becomes funded.
- (d) Battelle, or the current prime contractor, will establish a standard format for project progress reports and a reporting cycle for each funded project. These reports shall be distributed to the ISG members on a semiannual basis.
- (e) Progress reports shall be posted on the ISG web site.
- (f) A complete history of each project, from proposal to project number, shall be established and maintained in an easily accessible location and format.
- (g) The archives, minutes, and other documents associated with ISG activities are the property of, and belong to, the ISG.

## **Article VII. Affiliation**

The Industrial Steering Group is affiliated with the MMPDS and, as such, supports and promotes the goals and objectives of MMPDS as outlined in its bylaws.

## **Article VIII. Dissolution**

### **Section 8.01 Dissolution**

- (a) In order to dissolve this organization, the Chairperson must present a resolution recommending that the organization be dissolved to the active membership. A proposal for dissolution may be considered at a regular or special meeting of the active membership only after thirty (30) days notice in writing is given to each member in good standing. The resolution to dissolve shall be adopted on receipt of at least 80 percent of entitled votes cast by active members present at such regular or special meeting. This organization shall not be dissolved while 20 percent of the members in good standing dissent.
- (b) A monthly-prorated refund of annual membership dues shall be made to companies in good standing in the event of dissolution of the ISG. Battelle, or the prime contractor, shall be entitled to defray typical and reasonable expenses associated with activities involved with dissolving of the ISG.

### **Section 8.02 Resolution**

## ISG OPERATING PROCEDURES AND BYLAWS – Issue 10

On adoption of the resolution for dissolution, this organization shall cease to conduct its affairs, except insofar as may be necessary for the proper completion thereof, and shall immediately cause a notice for the proposed dissolution to be mailed to each known creditor and shall proceed to collect its assets and apply and distribute them as provided in the Articles of Incorporation. All moneys will be transferred to the MMPDS Coordination Group and be will held for a period of not less than two years to be used in case another Industry Steering Group is formed.

## Appendix I

### Voting Formula Details and Examples

#### 1.0 Agenda Items

An agenda item will be assigned a ‘Total Weighted Score’ to establish its priority.

Total Weighted Score = Summation of Voting Weight Factors \* Rank Weight Factors  
 $TWS = VWF * RWF$

**Rank Weight Factors** are constant for all companies, depending on the company’s priority assigned to the agenda item. A rank of 1 has a value of 10, (highest). Rank of 2 value = 5; a rank of 3 value = 3; rank of 4 value = 2 and a rank of 5 value = 1, (lowest).

**Voting Weight Factors** are determined by each company’s membership level, as noted in Table III-1, Appendix III. For example, for item ISG 00-09, the TWS = 115 for the spring of 2001 ballot.

Referring to the results:

$$TWS = (3*5) + (6*10) + (2*10) + (2*10) = 115$$

Note that for this case only four of a possible 11 member companies assigned a priority to the item.

The agenda items are then ranked in priority for the coming year based on the highest TWS.

#### 2.0 Annual Membership Agreement

Vote on agenda items which pertain to proposed modifications to the Annual Membership Agreement will be assigned a ‘Total Weighted Score’ and a ‘Weighted Ratio’ to establish whether a proposed change is accepted or rejected. A Weighted ratio of greater than 0.60 (3/5 majority) is required to change the current agreement.

Total Weighted Score = Summation of (Voting Weight Factors \* Rank Weight Factors)  
 $TWS = \Sigma (VWF * RWF)$

Weighted Ratio = Total Weighted Score / Possible Weighted Score:  $WR = TWS / PWS$

Possible Weighted Score = Summation of all companies’ Voting Weight Factors:  $PWS = \Sigma VWF$

**Rank Weight Factors** for the Annual Membership agreement ‘yes’ votes have a rank of 1 and ‘no’ votes have a rank of 0.

**Voting Weight Factors** are determined by each company's membership level, as noted in Table III-1, Appendix III.

For example:

For a given year there are

3 members at the D-2 level with 4 votes each: 2 members voting yes, 1 voting no

5 members at the B-2 level with 1 vote each: all voting yes

2 members at the D-1 level with 2 votes: voting abstain

3 members at the B-3 level with 2 votes each: not casting a ballot

In this case  $PWS = 3*4 + 5*1 + 2*2 = 20$

$TWS = 2 \text{ members} * 4 \text{ votes} * 1 \text{ (yes)} + 1 \text{ member} * 4 \text{ votes} * 0 \text{ (no)}$   
 $+ 5 \text{ members} * 1 \text{ vote} * 1 \text{ (yes)} = 13$

$WR = TWS/PWS = 13/20 = 0.65 > 0.60$  (3/5 majority). Change carries.

Note:

- Member companies with multiple votes may split their votes, if desired.
- Not casting a ballot does not count in any total, PWS or TWS
- Abstentions count as part of the possible weighted score, but does not add to the total weighted score

## Appendix II

### ISG Agenda Item Disposition Form

Agenda Item Number:	Title:	Date:
Effort to Complete:	<input type="checkbox"/> Small	<input type="checkbox"/> Medium <input type="checkbox"/> Large
Disposition Options	<input type="checkbox"/> Close item, complete described task, no rebalot required.	
	<input type="checkbox"/> Continue item, continue described task, no rebalot required.	
	<input type="checkbox"/> Continue item, continue described task, rebalot to establish priority.	
	<input type="checkbox"/> Close item, redirect described task, introduce new agenda item to ballot.	
	<input type="checkbox"/> Close item, no further action.	

## Appendix III

**Table III-1. Current MMPDS ISG Membership Levels<sup>2</sup>**

Membership Level	Annual ISG Dues	Tier Level 1			Tier Level 2			Tier Level 3			Handbook Credits	
		ISG Votes	Maximum Same-time Web Users	Maximum Named Users	ISG Votes	Maximum Same-time Web Users	Maximum Named Users	ISG Votes	Maximum Same-time Web Users	Maximum Named Users	Maximum Credits	Hard Copy Maximum
A	\$7,000	0	1	1	1	0	0	N/A	N/A	N/A	2	0
B	\$13,000	0	3	3	1	2	2	2	1	1	4	1
C	\$26,000	1	6	6	3	4	4	4	2	2	10	2
D	\$38,500	2	9	9	4	6	6	6	3	3	17	3
E	\$52,000	3	12	12	6	8	8	9	4	4	25	4
F	\$64,000	4	15	15	8	10	10	12	5	5	32	5
G	\$96,500	7	25	25	12	16	16	16	8	8	50	6

<sup>2</sup> Membership levels based on Calendar Years 2018-2020.

## Appendix IV

### Change History

Revision Level	Description of Change	Reason for Change	Approval Date
Issue 1	Initial Release	--	
Issue 2	Not available	--	1/24/2006
Issue 3	Changes to Article III, Section 2: Single yearly ballot, clarification of ballot submittal, minimum 50% of member companies casting a ballot for ballot to be valid; Changes to Article V, Section 1, Item 4 – All open GSG items to be balloted on ISG ballots; Changes to Article VI, Section 1 Meeting Procedures; Changes to Appendix III: Genericized ISG Benefits statements	--	9/29 /2006
Issue 4	Retyped and reformatted	Ease of updates	2 /15/2008
	Section 1.03 (b) to remove reimbursement option;	Intent of removed statement not understood.	
	Section 2.04: corrected reference, removed reference to technical interchange page; Appendix III removed reference to MMPDS Technical interchange forum.	TIF not possible under Battelle computing system.	
	Changes to Article III added verbiage clarifying ballot item designation “GSG” vs. “ISG”;	Clarification	
	Section 3.01 corrected reference section;	Correction	
	Section 3.02(c) added option to perform electronic surveys prior to balloting for clarification of ballot items;	Clarification to help in ballot preparation	
	Section 4.01(a) Removed membership group as a standing group;	All members encouraged to participate in recruitment under Section 1.02. Membership group not required – will be revived as an ad hoc group if necessary.	
	Section 5.02(b) added comment concerning Membership Selection form;	Clarify yearly contract process	
Section 5.03(c) Removed invalid reference, clarified partial year membership dues;	Clarification of intent		
Issue 5	Article 2 Section 2.04 and Appendix III Added member benefit of reduced registration fees at coordination meetings	Member incentive	09/04/2008
	Article 5 Section 5.03 f – added to allow for an adjustment in the fees schedule for inflation. To be done on a 3 year cycle starting in 2008 (contract year 2009) and each adjustment will be voted on by the membership.	To adjust for inflation	

Revision Level	Description of Change	Reason for Change	Approval Date
	Appendix III, Table III-1 ISG Membership Fees increased 10% for 3 year inflation period. Fee levels were: 5000, 10000, 20000, 30000, 40000, 50000, 75000.	To adjust for inflation	
Issue 6	Article III, Section 3.01 changed voting procedure on Bylaws changes to count abstentions in the possible weighted score but to exclude not casting a ballot from any consideration. Appendix 1 Section 2 updated example problem on Bylaws voting to be consistent with revised Section 3.01	Modify the voting procedure for bylaws changes	12/18/2009
Issue 7	Article II Section 2.01 modified wording to indicate membership benefits listed in bylaws were minimum features. Removed reference to Appendix III and current membership contract terms. Article II Section 2.02 corrected reference to 2.05. Article II Section 2.03 added discussion of procedure for membership vote on proposed changes to membership contract. Article II Section 2.04 completely revised to list minimum benefit features for future membership contracts. Added benefit listing for named user access to electronic database through MMPDS website. Article IV Section 4.01 Changed dates for changes to contracts from Feb 1 to Sept 1, changed Spring meeting to Fall meeting and added statement that ballot results would be reported on at Fall meeting. Appendix III Removed any reference to current benefit contract and moved all major points to Article II Section 2.04. Revised and retained Table III-1 with listing of membership options. Added column for Maximum Named Users. Moved change history to Appendix IV	Removed specific references to “current membership contract” and rephrased listing of benefits to be “minimum benefit features” to 1) allow the Secretariat to maximize offerings without requiring a change to the bylaws. Added words to allow membership to vote on proposed contract changes prior to implementation.	09/23/2010
Issue 8	Section 3.02(c) After the <del>Fall</del> Spring meeting all <u>open</u> agenda items <del>from both the Spring and Fall meetings</del> will be collected and a single ballot will be issued to prioritize items for the upcoming year. Section 3.02(c)ii changed Fall to Spring Section 6.01(i) changed Fall to Spring	to align with membership year	07/31/2014
	Article III Table III-1	Increased annual dues per 2014 ballot	
Issue 9	Section 2.02 Primary contact revised from Richard Rice to Anne Mundy	Rich Rice is retired, working part-time. Anne handles membership inquiries	04/27/2015

Revision Level	Description of Change	Reason for Change	Approval Date
Issue 9	Section 2.04 Benefits. Change from “hyperlink” to “bookmark”	Documents are not hyperlinked, they are bookmarked.	04/27/2015
	Section 3.01 Voting Formula. Add voting formula for consolidation with GSG votes	ISG & GSG memberships are very different and a method was needed to consolidate voting priority from each group.	
	Section 5.03(b) Dues. Clarification of privileges during grace period.	Clarification	
	Section 5.03(c) Dues. Clarification of partial membership applicability	Clarification	
	Section 5.03(f) Dues. Membership fee adjustment year updated	Update to show most recent change.	
	Section 5.04 Financial Reporting – New Section. Renumber following sections.	Add new section.	
	Article VI Meetings	Changed April and October to March and September.	
	Section 6.01 Meeting Procedures – add “or their delegates”	Add ability to delegate in case member is unable to attend.	
	Appendix III Benefits – Revised number of hard copies	Identify max number of hardcopies	
Issue 10	Section 4.01(a) Revised September to August	Meetings now held in September instead of October, thus needed to move deadline up to allow time for balloting prior to meeting.	6/1/2016
	Section 5.03(b) Dues – Restricted grace period till end of February	Reduce grace period access to website and tools	
Issue 11	Revised Section 2.05 (c) - ½ year membership begins July 1 and specifying access rights	Clarify ½ year membership options per 2018 ballot	8/1/2018
	Updated Appendix III Table III-1	Increased annual dues per 2017 ballot	