



Technical and Engineering Communities (TEC) Division Operation Guide

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TEC SECTOR DIVISION OPERATION GUIDE

REVISION HISTORY

Revision	Date	Description
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I. Preface

This Division Operation Guide is supplemental and subordinate to the Constitution, By-Laws, and Society Policies of the American Society of Mechanical Engineers (ASME), as well as the Technical and Engineering Communities (TEC) Sector Operation Guide. In the case of conflict between the Division Operation Guide and Society policy or the TEC Sector Operation Guide, those of the Society and TEC Sector shall govern. This document shall be reviewed regularly by TEC leadership and ASME staff to ensure alignment with TEC Sector guidelines and Society policy.

II. Sector Structure

The TEC Sector Council is chartered by the Board of Governors to provide oversight of all ASME technical communities and conferences, events, expos, symposia, seminars, workshops, webinars, and related technical presentation activities. The Sector engages individuals and groups in advancing engineering, skill, art, science, knowledge, and practice; and in planning, developing, and delivering technical events and content in the form of products, services, networking opportunities, journals, conferences, events, and other delivery mechanisms. The Sector satisfies the primary mission of the Society to advance engineering for the benefit of humanity. While the focus is on technical development, the Sector may also include significant commercial or non-technical activities within the scope of products and events delivered.

The TEC Sector organization structure is composed of the Council and multiple groups that report to the Council, including technical Divisions. For the most current version of the TEC Council structure, please [click here](#).

TEC Mission and Vision

Mission: To advance engineering, deliver technical content, and provide growth opportunities to our community

Vision: To be the preeminent technical community that delivers solutions to meet evolving global challenges, by empowering our members

III. Objective of Division Operation Guide

This Division Operation Guide provides a uniform framework for defining the structure, responsibilities, and operations of an ASME Division and its subcommittees under TEC. It is not the intent of the Division Operation Guide to duplicate information already contained in

other ASME reference documents but to provide a template specifying minimum requirements of Division operations.

Each Division must maintain its own operation guide, which complies with these Guidelines, the TEC Sector Operation Guide and ASME policies.

IV. Guidelines

A. Division Definition and Purpose

The Divisions under the TEC Sector are collaborative communities of individuals interested in a specific technical area within one of the TEC Sector Domains (see Appendix A) that provide technical content and professional networking via journals, conferences and events. Each Division is led by an Executive Committee (EC) which is responsible for the strategic direction, operations, and activities of the Division.

A Division may have Subcommittees that report to the Division EC, see Subcommittees under Division Structure below.

Any member of a Division EC or Subcommittee serving in a leadership role must be an ASME member in good standing. A leadership role is defined as any role on a Division EC, and the Chair and Vice Chair roles on Subcommittees.

Proposals to form new Divisions under the TEC Sector must be reviewed by the TEC Council, see Appendix G, Criteria and process for forming a new Division.

B. Division Structure

A Division organizational chart must be included in the Division's operation guide

1. Executive Committee (EC)

- i. Reports to TEC Council
- ii. Responsible for defining the strategy, operations and activities of the Division, see Appendix B for examples of division structure and strategic plan template
- iii. Oversees the Division's technical and non-technical sub-committees.
- iv. Has oversight responsibility for the Division Segregated Account
- v. Executive Committee leadership roles must include, as a minimum, Chair and Vice Chair.
- vi. EC members may not simultaneously serve in leadership positions in the executive committees and other TEC Sector Subcommittees.
- vii. Recommended EC size is 6-10 people

2. Subcommittees

Division Subcommittees include conference organizing committees and other technical and non-technical committees. A non-voting EC liaison may be appointed to such committees. The Chair of such Subcommittees reports to the Executive Committee.

I. Conference Organizing Committee

- a. The Division must have a separate and distinct committee that is responsible for conference organization. The Conference Organizing Committee reports to the Division Executive Committee.
- b. The conference committee is responsible for the planning of the Division's upcoming conference.
- c. Conference Committee leadership roles include Conference Chair, Vice Chair, Technical Program Chair, Members at Large, or other voting member positions.
- d. Conference Committee members serving in a leadership role must be ASME members in good standing.
- e. Conference Committee members who are not in a leadership role may be ASME members or non-members.

II. Technical Committees

- a. The Division may have Technical Committees (TC), which report to the Division Executive Committee.
- b. TC's are responsible for creating technical content in current and emerging technologies within the scope of the Technical Division.
- c. TC leadership roles include Chair and Vice Chair positions.
- d. TC members serving in a leadership role must be ASME members in good standing.
- e. TC members who are not in a leadership role may be ASME members or non-members.

III. Non-Technical Committees

- a. The Division may have Non-Technical Committees (N-TC), which report to the Division Executive Committee.
- b. N-TC's are responsible for delivering non-technical needs of the Division, e.g., awards, outreach, nominating committees, etc.
- c. N-TC leadership roles include Chair and Vice Chair positions.

- d. N-TC members serving in a leadership role must be ASME members in good standing.
- e. N-TC members who are not in a leadership role may be ASME members or non-members.

3. ASME staff

- I. Each Division shall work in partnership with their designated TEC staff
- II. A staff member is a non-voting partner and must be present at all EC meetings.
- III. It is critical that the TEC staff member is engaged in all Division and EC activities.

C. Leadership Succession Planning

A succession plan is a strategic best practice for ensuring leadership continuity in an organization. Succession planning is considered a valued process for Division sustainability.

Successful Division Executive Committee and Subcommittee member succession planning ensures continuity of the Division strategy and longevity of the Division.

Below are the minimum requirements for a leadership succession plan.

1. Succession Plan Minimum Requirements

- I. Provide opportunities to create and foster a volunteer pipeline for advancement of leaders, see Appendix F.
- II. Ensure the EC and subcommittee membership is representative of the membership/technical community, as outlined in the Division Metrics, see Appendix D.
- III. Include leadership Term Limits
- IV. Leadership term limits are a maximum of 6 collective years of service on a respective committee
- V. The Chair and Vice Chair term limits are no more than two years in each position.
- VI. The only automatic graduation that shall be allowed is from Vice Chair to Chair and, where applicable, from Chair to Past Chair.
- VII. Once a member has reached the six-year maximum, they are no longer eligible to be a member on the Executive Committee.
- VIII. Any exceptions to the term limits require approval of the TEC Sector Council.

2. Nomination/Election process

- I. Divisions must have a clearly defined process for nominating or electing EC or Subcommittee members.
- II. The process must be fair and impartial and clearly defined in the Division's operation guide.
- III. All positions must be posted on the ASME website and an open call for volunteers conducted.

D. Division Operations and Leadership

The Division's operation guide must specify the details of their Division operations and desired leadership qualifications consistent with Appendix F. Below is a list of elements that must be included in the Division's operation guide.

1. Division Operation Guide Elements Required

- I. Executive Committee/Leadership Team has a defined purpose
- II. EC and Subcommittee Leadership qualifications are well defined
- III. Committee roles, including position titles, term limits, and role responsibilities are defined
- IV. Committee member expectations such as engagement, i.e. active committee participation, are defined as well as the number of acceptable meeting absences
- V. Filling Vacancies
 - a. The process for appointing interim or temporary members, and/or filling vacancies with permanent members must be clearly defined in the Division's operation guide.
- VI. Volunteer Removal
 - a. Volunteer may be removed under the following circumstances:
 - i. Violation of ASME Society Policies or violation of TEC or Division Guidelines, in which case the causes for removal must be clearly articulated in the Guidelines. The provisions of ASME By-Law B4.1.5 and Society Policy P-15.14 must be followed.
 - ii. In such event, removal must be by a process defined in those Guidelines and a vote for removal must be taken by the EC, requiring a 2/3 majority for the volunteer's removal. ASME staff must be consulted and engaged in the removal of any volunteer to ensure proper documentation and protocols are implemented.

- VII. Strategic Planning
 - a. The Division EC is responsible for creating, implementing, and regularly updating the strategic plan. See strategic plan template in Appendix C
- VIII. Division activities typically include the following
 - a. Conferences or events
 - b. Collaborative and outreach activities
 - c. Journals
 - d. Other activities as defined by the strategic plan
- IX. Awards
 - a. Division activities can include various levels of awards, e.g., society, unit, conference, etc.
- X. Financial planning
 - a. An Annual Budget is prepared each year for segregated account activities
 - i. The budget needs to be realistic and consistent with the Division's budgeted annual income.
 - ii. The budget should prioritize activities that increase community engagement such as volunteer recognition, student engagement, early career engagement, content enrichment activities, etc.
 - b. Long term financial planning (up to 3 years) is recommended so that the Division can plan and forecast towards longer term goals.
- XI. The Division's operation guide must specify Division Meetings & Voting rules:
 - a. A quorum of at least 50% of EC members is required for EC meetings and decisions
 - b. Staff are required to attend all EC meetings
 - c. A regular cadence must be established for Division meetings
 - d. Decisions are made by majority vote of committee present, with the EC chair having a casting vote, where required. Staff does not vote at EC meetings.
 - e. Meetings must have an agenda distributed in advance
 - f. Motions and action items must be documented in the Meeting minutes
- XII. Division Health Metrics, see Appendix D
- XIII. Conference Health Metrics, see Appendix E

- XIV. The Division operation guide must be approved by majority vote of the Division EC. The approved version must be shared with the TEC Sector Council.

E. Dissolution or Restructuring

Any Division that does not meet the minimum requirements provided in these Guidelines is required to implement a remediation plan approved by the TEC Council. In such cases, the plan will typically allow one year to improve. At the end of that year, TEC Council will determine if sufficient improvements have been achieved, if further remediation is needed, or if the current Division EC should be dissolved and a new EC installed, or if the Division should be sunset.

Sunseting

A Division EC may recommend to TEC Sector Council to sunset itself if it considers that it is no longer adequately serving its community

The TEC Sector Council may sunset a Division that is not meeting the minimum requirements stated in Society Policy P-8.1 or health metrics.

Restructuring

The TEC Sector Council may combine a Division with another Division if the Division is not meeting the minimum requirements or health metrics but may do so if combined with another division.

F. Division Operation Guide

This Division Operation Guide shall be maintained by the TEC Sector Council, revised as needed and reviewed by the Council at least once every three years. Questions and suggestions for revisions to this Guide should be directed to the TEC Sector SVP. Recommended changes will be considered and decided upon by the Council.

The revision number and effective approval date of the Division Operation Guide shall appear on its front page, and a list of all revision dates shall be included in the document. Attachment documents and forms, which may be issued or revised at different times, shall also contain an effective date and a list of all revision dates.

V. Appendices:

A. Definition of terms

1. TEC Portfolio - encompasses all activities, programs, and groups within the TEC Sector.
2. TEC Domains – represent a collection of divisions and conferences aligned within a shared technical area, creating a unified approach that supports collaboration and innovation, improves clarity and optimizes resources

B. [Division structure examples](#)

C. [Strategic plan template](#)

D. [Division Health Metrics](#)

E. [Conference Health Metrics](#)

F. Strategic Volunteer Recruitment Process

- I. Desired leadership qualities
 - a. Shares the vision for the technical and operational activities of the Division
 - b. Technical expertise
 - c. Communication and Influence skills
 - d. Collaborative mindset
 - e. Project management skills
 - f. Passion and availability for the mission
 - g. Adaptability
 - h. Integrity and accountability
- II. Training/onboarding process for new leaders
- III. Provide a volunteer value proposition
 - a. Growth opportunities
 - b. Professional development skills
 - c. Build professional network
 - d. Recognition
 - e. Provide testimonials
- IV. Outline expectations
- V. Define roles, responsibilities, time commitment

- VI. Post your volunteer opportunities on ASME's Community Engagement Center (staff can assist with the posting)

G. Criteria and process for forming a new technical community

Formation Pathways

Divisions can be created in one of three ways:

1. Merger of Existing Divisions
 - a. Existing Divisions proposed for strategic consolidation
2. By Council Initiative
 - a. The Council may identify an opportunity or strategic gap and stand up a Division directly
3. Membership Proposal (includes splitting off from another existing Divisions)
 - a. Submitted by a group of members via formal application to the TEC Council

Formation Criteria

A formation proposal will be presented to TEC Council with the following criteria:

Purpose Statement

Specify the purpose and value proposition to members and/or external stakeholders.

Define the mission and objectives.

Define how the Division is aligned with the TEC Domains or emerging technology.

Competitive Content Assessment

Provide overlap assessment to confirm the Division does not duplicate the purpose or function of already existing ASME or TEC groups; if so, describe how collaboration or differentiation will occur.

Provide Market research / competitive assessment identifying existing external offerings of similar content; include the need/demand, market size, growth potential, etc.

Product Offering Definition

Defined revenue- and non-revenue generating products and initiatives that impact professional development and industry advancement, such as:

- Conferences
- Webinars/podcast
- Seminars
- Training
- Membership engagement opportunities
- Educational events
- Networking events
- Student / Early Career initiatives
- Journals

Leadership Framework

Proposed Organizational Chart including EC and subcommittee structure

Describe leadership structure and role expectations

Minimum required EC roles: Chair, Vice-Chair (additional roles may be proposed)

Define leadership selection process, considering:

- Appointed: Council or sponsoring committee selects initial leaders for a defined term.
- Elected: Leadership is voted on by petition signers or broader membership base.
- Hybrid models may be considered, especially during incubation phase.

List of people with bios or qualifications interested in actively participating in the:

- EC (6-10 people)
- Community's activities and leadership roles (50-100)

Membership Petition

Provide initial group of individuals identified as eligible members and interested non-members.

Petition must be submitted through TEC operations staff.

Note: After formation of an approved Division, Division membership must be formalized by opting in the new Division through the member preference section of asme.org, within the probationary year.

Initial Year KPIs (Key Performance Indicators)

Define specific KPIs and Metrics on how success will be measured throughout its first year of existence (the probationary period), such as:

- Strategic impact
- Number and quality of deliverables produced
- Membership engagement (event attendance, volunteer involvement)
- Member growth or retention
- Conference / Event Metrics

Division Formation Committee (optional)

Groups may propose a non-voting “division formation committee” of volunteers who are interested in the technical subject matter that has been identified either by the volunteers or by TEC Sector Council.

- Provide market insight and validate strategic direction
- Include external stakeholders, sponsors, or senior members
- Help scale or pivot group activities in early stages

Individuals participating in the Division Formation Committee are not eligible to be included in the proposed leadership, EC or subcommittees, unless approval has been provided by TEC Council in advance.

Note: Adjustment of Formation Criteria may be considered by TEC Council

Summary of Required Submission Documents

- Purpose and Mission Statement
- Deliverables & Engagement Plan
- Overlap Analysis with Existing Divisions or ASME or TEC groups
- Petition of Interested Members and Non-Members
- Organizational Chart
- Executive Committee Nominees

- KPIs

TEC Review & Approval Process

Initial Formation Proposal Submission

- Submitted to the TEC Council
- Required documents; see checklist above

TEC Council Review

- Reviewed for strategic fit, overlap, viability, and compliance with criteria

TEC Decision

- Approve, Request Revisions, or Decline
- If approved, Division enters a one-year incubation period.
- During the incubation period, the New Division must:
 - deliver on the established first year metrics
 - prepare a Division Operation Guide
 - achieve formal membership requirements as outlined in ASME policies
- TEC will determine if TEC development fund allocation should be provided to the New Division.
- A TEC Council member will be assigned to serve as the New Division liaison for the incubation period; review / meeting cycle to be determined as needed.

Incubation Period Performance Review

New Division to report on Metrics and KPIs.

TEC decision for continuation of Division depends on review meeting outcomes.