Graphical user interface, application

Description automatically generated

**November 2024**

Manual of   
Organizational   
Charters

**ISA MANUAL OF ORGANIZATION CHARTERS (MOC)**

Table of Contents

[Introduction 3](#_Toc183189495)

[Conduct Review Committee 3](#_Toc183189496)

[Fellow Admissions Committee 3](#_Toc183189497)

[Compensation Committee 4](#_Toc183189498)

[Finance and Investment Committee 5](#_Toc183189499)

[Nominating Committee 6](#_Toc183189500)

[Connect Champions 6](#_Toc183189501)

[Young Professionals Committee 7](#_Toc183189502)

[Student Guardian Committee 8](#_Toc183189503)

[Certification Commission 9](#_Toc183189504)

[Membership Committee 9](#_Toc183189505)

[Content Steering Committee 10](#_Toc183189506)

[Honors & Awards Committee 11](#_Toc183189507)

[Scholarship Selection Committee 11](#_Toc183189508)

[Academia Engagement Committee 12](#_Toc183189509)

[Conference Advisory Committee 13](#_Toc183189510)

[Geographic Assembly 14](#_Toc183189511)

[District Leadership Conference Committee 14](#_Toc183189512)

[Section Health Committee 15](#_Toc183189513)

[GA Budget Committee 15](#_Toc183189514)

[Districts 16](#_Toc183189515)

[Technical Assembly 17](#_Toc183189516)

[Technology Evaluation Committee 18](#_Toc183189517)

[Technical Advisory Committee(s) 18](#_Toc183189518)

[Standards and Practices Board 19](#_Toc183189519)

# Introduction

The Manual of Organization Charters (MOC) represents the official organization of ISA as recognized by the Executive Board. Each volunteer group is chartered with specific responsibilities and assigned work that is aligned with Society’s strategic plan.

Revisions to charters or the addition of a group requires Board approval. Changes will be logged. Staff may make non-substantive editorial corrections without Board approval.

# Conduct Review Committee

|  |  |
| --- | --- |
|  | **Conduct Review Committee** |
| **Charge** | This committee reviews and makes recommendations regarding conduct complaints. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | Review complaints thoroughly, fairly and in a timely manner. |
| **Composition** | 12-15 professional members representing a diversity consistent with Society’s policies and values. Current members of the Executive Board are not permitted. All committee members must sign the conflict of interest disclosure and confidentiality agreement. |
| **Selection/ Appointment** | Appointed by the Executive Board. |
| **Term** | Terms coincide with Society operating year. Member terms are one-year, renewable up to three consecutive years. |
| **Expected Commitment** | Dependent on the number of complaints. With each complaint, 5 committee members who are available and not conflicted will form the review committee for that complaint. From the 5, the President will select a chair.  The committee documents, notes and resources will be maintained by staff. The committee will receive feedback from the Executive Board on its final decision. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Actions to be taken in response to the conduct review. 2. Penalties for any conduct or policy violation. 3. Additional considerations resulting from a conduct review. 4. Modifications to the review procedure.   **Reviews, as necessary**   1. Feedback from the Executive Board 2. Modifications to the complaint form 3. Modifications to the template report |
| **Supporting Information** | Conduct and Anti-Harassment Policy |

# Fellow Admissions Committee

|  |  |
| --- | --- |
|  | **Fellow Admissions Committee** |
| **Charge** | The Fellows Admissions Committee recommends to the Executive Board the elevation of select members to the distinguished grade of Fellow in accordance with Society policy. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | Ensure the long-term success of the ISA Fellows program by annually selecting the most-deserving nominees. |
| **Composition** | Minimum of 8 Fellows and a chair, representing a diversity consistent with Society’s policies and values. |
| **Selection/ Appointment** | Appointed by the Executive Board |
| **Term** | Terms coincide with Society operating year and are one-year, renewable up to three consecutive years. Chair term is one year. |
| **Expected Commitment** | 8-10 hours during selection |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Criteria for the Fellow admission 2. Recipients of Fellow status 3. Nomination and selection policies   **Monitors**   1. Diversity of nominations and selections 2. Overall awareness and prestige of ISA Fellow designation |
| **Supporting Information** | Recognitions and Awards Policy |

# Compensation Committee

|  |  |
| --- | --- |
|  | **Compensation Committee** |
| **Charge** | The Compensation Committee reviews the performance and sets the compensation of the Executive Director. |
| **Goals/Responsibilities** | 1. Ensures the Executive Director has goals aligned to the strategic direction of the Society. 2. Reviews the performance of the Executive Director against set goals. |
| **Composition** | Society President, President-elect, Past President and Treasurer |
| **Selection/ Appointment** | None |
| **Term** | Terms coincide with Society positions |
| **Expected Commitment** | 4 hours twice a year |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Selection of the Executive Director 2. Formation of executive search group, as necessary   **Approves**   1. Contract, and any subsequent changes, for the Executive Director, with the advice of legal counsel 2. Annual evaluation of Executive Director, a summary of which will be kept confidential with ISA Human Resources |

# Finance and Investment Committee

|  |  |
| --- | --- |
|  | **Finance and Investment Committee** |
| **Charge** | This committee supports the Executive Board in fulfilling its responsibility to oversee the Society’s financial strategy and performance. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Review proposed budgets in line with the Society’s strategic objectives. 2. Support the Society Treasurer in evaluating economic changes that may affect the financial condition or operations of the Society. 3. Monitor any designated or reserve funds. |
| **Composition** | Society Treasurer as chair with 6 additional members |
| **Selection/ Appointment** | Executive Board appoints 3 members from the Executive Board and 1 non-ISA member with financial expertise. Geographic and Technical Assemblies appoint one member each. |
| **Term** | Terms coincide with Society operating year. Member terms are one-year, renewable up to three consecutive years. |
| **Expected Commitment** | 2-4 hours per month  The committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Society’s annual and capital budget and any proposed modifications 2. Fiscal policies 3. Audit schedule 4. Charitable contributions matching funds 5. Selection of professional investment manager 6. Investment guidelines including acceptable types of investments, acceptable risks, and relative distribution of funds   **Monitors**   1. Auditing procedures (annually) 2. Financial statements (quarterly) 3. Reserves and cash balances (quarterly) 4. Performance of investment portfolio (annually) |
| **Supporting Information** | Financial Management Policy |

# Nominating Committee

|  |  |
| --- | --- |
|  | **Nominating Committee** |
| **Charge** | The Nominating Committee affirms the qualifications of the members being presented in the election for Society leadership positions. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Source and identify a pipeline of leader candidates. 2. Reviews all nominations received. 3. Interview, as necessary, to confirm qualifications. 4. Presents the best qualified nominees for election. 5. Respect the overall confidentiality of the process. |
| **Composition** | As provided in bylaws. |
| **Selection/ Appointment** | As provided in bylaws. |
| **Term** | Terms coincide with Society operating year. Member terms are one-year, renewable up to three consecutive years. |
| **Expected Commitment** | 2 hours per month |
| **Roles and Authorities** | **Approves**   1. Slate of candidates for Society leadership elections, noting that nominations received by petition will also be included on the ballot. 2. One direct appointment to the Board that is not included in Society election. |
| **Supporting Information** | Nominations and Elections Policy |

# Connect Champions

|  |  |
| --- | --- |
|  | **Connect Champions** |
| **Charge** | A group of evangelists for ISA Connect Technical Discussion Forum. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Support and encourage member engagement in ISA Connect technical discussion forums/communities 2. Review and moderate communities 3. Work with Society stakeholders on using the discussion forums 4. Post and reply to discussion forums if engagement is low and, where possible, respond to unanswered posts |
| **Composition** | 8-10 members |
| **Selection/ Appointment** | 1 member from each Technical Advisory Committee, as approved by the Board and an additional 3-5 at-large members as appointed by the Executive Board |
| **Term** | Terms coincide with Society operating year. Member terms are one-year, renewable up to three consecutive years. |
| **Expected Commitment** | 4-6 hours per month  The committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Monitors**   1. Member engagement in Connect 2. Appropriate use of the technical communities 3. Satisfaction with the discussion forum experience |

# Young Professionals Committee

|  |  |
| --- | --- |
|  | **Young Professionals Committee** |
| **Charge** | The YP Committee is responsible for advising on existing and recommending development of programs to engage members under the age of 35. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Work with Sections to establish young professional engagements locally 2. Work with Divisions to establish young professional engagement 3. Engage with Society leadership to offer YP perspective on the objectives and goals. 4. Assist in development of networking events for Young Professionals at society events |
| **Composition** | 8-10 professional members and a chair  Majority of the members must be under the age of 35 |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year. All terms are one-year renewable for up to three years. |
| **Expected Commitment** | 2-4 hours per month  The committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Decisions with Approval of Executive Board**   * YP specific programs   **Monitors**   * YP membership in society * YP program satisfaction * YP engagement in core society programs |
| **Supporting Documents** | **Value Proposition for YP:**  ISA YP offers an inclusive community where young professionals can make an impact and influence the future of automation. As members of ISA, we have opportunities for personal and professional development through certification and exposure to the Automation Body of Knowledge. We also have opportunities to develop leadership skills, enhance our professional networks, and engage local and technical mentors. |

# Student Guardian Committee

|  |  |
| --- | --- |
|  | **Student Guardian Committee** |
| **Charge** | The Student Guardian Committee focuses on areas in which the Society can build value in student membership. |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Support growth in student membership. 2. Support conversion of students to professional members. 3. Enhance value and programming for student members. |
| **Composition** | 6 professional and 2 student members plus a chair representing a diversity consistent with Society’s policies and values. |
| **Selection/Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year and are one-year, renewable up to three consecutive years. Chair term is one year. |
| **Expected Commitment** | 2-4 hours per month  The Committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Programs to create or modify to enhance student member value   **Monitors**   1. Student membership in each District 2. Conversion of students to professional membership 3. Relevance of scholarship program 4. Student programs of similar societies |

# Certification Commission

|  |  |
| --- | --- |
|  | **Certification Commission** |
| **Charge** | The Certification Commission advises on policies and practices of certification and certificate programs. |
| **Group Type** | Commission |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | Support the administration of ISA’s certificate and certification programs |
| **Composition** | 7-15 professional members and a chair  All members must agree not to disclose any confidential information. |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing commission. |
| **Term** | Terms coincide with Society operating year. Member terms are one-year renewable for up to three consecutive years. Chair term is one year, renewable for two years. |
| **Expected Commitment** | 2 hours per month |
| **Roles and Authorities** | Makes Recommendations to the Executive Board   1. Certification eligibility requirements 2. Certification fee structures   Approves   1. Test development specifications 2. The passing scores using a criterion-referenced methodology   Monitors   1. Industry adoption of certifications and certificates |

# Membership Committee

|  |  |
| --- | --- |
|  | **Membership Committee** |
| **Charge** | The Membership Committee is responsible for advising on and facilitating the integration of member activities throughout the Society. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Review member dues, categories, and discount offerings 2. Review value of membership 3. Work with Sections to support retention and growth 4. Work with Divisions to support retention and growth |
| **Composition** | 8-12 professional members and a chair representing a diversity consistent with the Society’s policies and values. |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year. Member terms are one-year renewable for up to three consecutive years. Chair: One-year term, renewable for two years. Chair-elect can be suggested at committee discretion. |
| **Expected Commitment** | 2-4 hours per month  The committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | Makes Recommendations to the Executive Board   1. Member dues and discounts 2. Member benefits 3. Life and senior member definitions   Monitors   1. Member satisfaction 2. Retention and growth metrics |

# Content Steering Committee

|  |  |
| --- | --- |
|  | **Content Steering Committee** |
| **Charge** | This committee facilitates the implementation and adoption of a Society-wide content strategy. Supports identifying, validating, and coordinating technical content for ISA members and the automation community by connecting and engaging ISA resources. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | * Review the content strategy and makes recommendations for technical topics and priorities. * Solicit content from ISA groups and subject matter experts in accordance with the content strategy. * Identify and recruit volunteer technical reviewers to assess the significance, originality and validity of content submissions. |
| **Composition** | 8-12 professional members and a chair with diversity in a manner consistent with the Society’s values and policies. |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year. Member terms are one-year renewable for up to three consecutive years. Chair: One-year term, renewable for two years. |
| **Expected Commitment** | Varies per month based on current activities.  The committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. ISA content strategy and annual priorities   **Monitors and provides input to the board**   1. Content trends 2. Quality and effectiveness of ISA content 3. Technical interests of automation professionals |
| **Related Groups** | * Conference Advisory * Standards & Practices * Technology Evaluation * Technical Assembly |

# Honors & Awards Committee

|  |  |
| --- | --- |
|  | **Honors & Awards Committee** |
| **Charge** | The Honors & Awards Committee supports the recognition program by administering the selection of awardees in accordance with the policies of the Executive Board. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | Ensure the long-term success of the ISA Honors & Awards program by annually selecting the most-deserving nominees. |
| **Composition** | 12-20 professional members and a chair, representing a diversity consistent with Society’s policies and values. |
| **Selection/ Appointment** | Appointed by the Executive Board |
| **Term** | Terms coincide with Society operating year and are one-year, renewable up to three consecutive years. Chair term is one year. |
| **Expected Commitment** | 8-10 hours during selection |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Criteria for the awards 2. Recipients of awards 3. Nomination and selection policies 4. Creation of any new awards   **Monitors**   1. Diversity of nominations and awards 2. Overall awareness and prestige of ISA awards |
| **Supporting Information** | Recognitions and Awards Policy |

# Scholarship Selection Committee

|  |  |
| --- | --- |
|  | **Scholarship Selection Committee** |
| **Charge** | The Scholarship Selection Committee oversees the selection of scholarship recipients. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | Ensure the long-term success of the scholarship program while supporting the continuing education of those pursing higher education in fields related to automation. |
| **Composition** | 10-25 professional members representing a diversity consistent with the Society’s policies and values. |
| **Selection/ Appointment** | Appointed by the Executive Board. |
| **Term** | Terms coincide with Society operating year and are one-year, renewable up to three consecutive years. |
| **Expected Commitment** | 8-10 hours during selection |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Recipients for each scholarship   **Monitors**   1. Number of applications versus total awards 2. Diversity of applications and awards |

# Academia Engagement Committee

|  |  |
| --- | --- |
|  | **Academia Engagement Committee** |
| **Charge** | The Academia Engagement Committee is responsible for advising on existing initiatives and recommending the development of programs that enhance the engagement and support of academicians and researchers. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Partner with relevant committees to develop and promote programs that cater specifically to the needs of academia. 2. Engage with Society leadership to provide insights and perspectives from the academic community on strategic objectives and goals. 3. Assist in the development and promotion of networking activities and professional development opportunities tailored for faculty and researchers at Society events. 4. Promote activity and moderate discussions in the provided online community. |
| **Composition** | 8-12 professional members and a chair representing a diversity consistent with the Society’s policies and values. Most of the members should have backgrounds in academia, either teaching or research. |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year. All terms are one-year renewable for up to three years. |
| **Expected Commitment** | 2-4 hours per month  The committee will host discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   * Programs to support academicians   **Monitors**   * Engagement in the online community. * Satisfaction with programs. * Trends in automation education and research at the university level. * Effectiveness of networking activities. |
| **Related Groups** | Student Guardian Committee  Young Professional Committee  Technical Assembly |

# Conference Advisory Committee

|  |  |
| --- | --- |
|  | **Conference Advisory Committee** |
| **Charge** | The Conference Advisory Committee reviews ISA event plans for consistency with the Society’s objectives and relevance to the automation community in line with the ISA events policy. |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Offer guidance regarding topical events 2. Identify potential improvements for the event portfolio |
| **Composition** | 8-10 professional members and a chair representing a diversity consistent with Society’s policies and values. |
| **Selection/ Appointment** | Appointed by the Executive Board upon recommendation from the outgoing committee. |
| **Term** | Terms coincide with Society operating year and are one-year, renewable up to three consecutive years. The chair term is one year. |
| **Expected Commitment** | 1-3 hours per month  The Committee will host virtual discussions, documents, notes and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Policies related to ISA events   **Approves**   1. Requests for use of ISA name on events 2. Metrics to measure event success   **Monitors**   1. Results of ISA events 2. Competing technical events 3. Market conditions that may affect the success of events |
| **Supporting Documents** | Events Policy |

# Geographic Assembly

|  |  |
| --- | --- |
|  | **Geographic Assembly** |
| **Charge** | The Geographic Assembly serves as an advisory and activity body responsible for administering and overseeing the conduct of Section and District activities as delegated to it by the Executive Board. |
| **Group Type** | Assembly |
| **Sponsor** | Executive Board |
| **Goals/Responsibilities** | 1. Promote efficient and effective District and Section operations 2. Facilitate interchange of best practices 3. Identify resources to facilitate healthy sections |
| **Composition** | All District Chairs, District Chair-elects, and a chair. Assembly Chair is non-voting and may not be a current District leader. |
| **Selection/ Appointment** | District Chairs and Chair-elects are elected in accordance with the District charter. The Assembly Chair is elected by the Assembly from nominations approved by the Executive Board. |
| **Term** | Terms coincide with Society operating year and positions. Chair term is one year, renewable for up to three consecutive years. |
| **Expected Commitment** | 2-4 hours per month (not inclusive of District commitment)  The Assembly will host virtual discussions, documents, notes, and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. District boundaries 2. Funding for District activities and travel to visit sections 3. Committees needed to fulfill responsibilities and support the Society’s strategic direction   **Approves**   1. Section establishments and disestablishments 2. Metrics to measure section health 3. Appointments to the Nominating Committee as defined in the Nominating Committee charter   **Monitors**   1. Section health 2. Section support of students |
| **Related Groups** | District Leadership Conference Committee  Section Health Committee  Budget Committee |

## District Leadership Conference Committee

|  |  |
| --- | --- |
|  | **District Leadership Conference Committee** |
| **Charge** | The District Leadership Conference committee supports effective leadership conferences in every district. |
| **Group Type** | Committee |
| **Sponsor** | Geographic Assembly |
| **Goals/Responsibilities** | 1. Coordinate the schedule of all District meetings 2. Provide support in agenda creation 3. Provide support in resource and speaker identification |
| **Composition** | 3-4 professional members; chair is chosen by the group |
| **Selection/ Appointment** | Appointed by the chair of the Geographic Assembly |
| **Term** | Terms coincide with Society operating year. Terms are one-year renewable for up to three consecutive years. |
| **Expected Commitment** | 2 hours per month |

## Section Health Committee

|  |  |
| --- | --- |
|  | **Section Health Committee** |
| **Charge** | The Section Health committee provides additional support for a District Chair, as requested. |
| **Group Type** | Committee |
| **Sponsor** | Geographic Assembly |
| **Goals/Responsibilities** | 1. Offer guidance and support to sections which have leaders but are struggling to be a healthy section 2. Identifies trends in health metrics 3. Recommends programs to improve health of sections |
| **Composition** | 3-4 professional members; chair is chosen by the group |
| **Selection/ Appointment** | Appointed by the chair of the Geographic Assembly |
| **Term** | Terms coincide with Society operating year. Terms are one-year renewable for up to three consecutive years. |
| **Expected Commitment** | 2 hours per month |

## GA Budget Committee

|  |  |
| --- | --- |
|  | **GA Budget Committee** |
| **Charge** | The GA Budget committee assists with the coordination of the operating budget allocated to Districts. |
| **Group Type** | Committee |
| **Sponsor** | Geographic Assembly |
| **Goals/Responsibilities** | 1. Coordinates the collection of budget requests from each District 2. Consolidates, reviews, and makes recommendations for budget request submitted for Board approval 3. Monitors appropriate usage of allocated funds |
| **Composition** | 3-4 professional members; chair is chosen by the group |
| **Selection/ Appointment** | Appointed by the chair of the Geographic Assembly |
| **Term** | Terms coincide with Society operating year. Terms are one-year renewable for up to three consecutive years. |
| **Expected Commitment** | 2 hours per month |

Districts

|  |  |
| --- | --- |
|  | **Districts** |
| **Charge** | Districts are assigned geographic groupings existing to support the health and standing of sections and, through them, advance the Society strategy. A District is a Society unit and is not separately incorporated. A District is a grouping of sections, not members. |
| **Sponsor** | Geographic Assembly |
| **Goals/Responsibilities** | 1. Convey information bi-directionally between the Society and the sections 2. Offer guidance to sections and connection to staff as necessary |
| **Composition** | Chair, Chair-Elect, Nominator, Secretary, Membership Chair, Student Liaison, Section-Division Liaison, Connect Chair, and Program Chair representing a diversity consistent with Society’s policies and values.  The Chair may form sub-committees as needed. |
| **Selection/Appointment** | District Chair-Elect is elected by the district’s section delegates from nominations approved by the Executive Board. If there is a vacancy, the Geographic Assembly may appoint someone until an election is held. All other positions are appointed by the District Chair.  To respect Society values for diversity and inclusion, all Districts are required to transition leadership between states, countries, or primary language, depending on scope of District. |
| **Term** | Chair-Elect term is 1 year, becoming the District Chair for a 1-year term immediately after. All District positions coincide with Society operating year. |
| **Expected Commitment** | 6-8 hours per month plus attendance and District Leadership Meetings.  Chair and elect expected to attend Geographic Assembly and Society meetings.  Districts will host virtual discussions, documents, notes, and resources on their ISA Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Geographic Assembly**   1. Establishment and disestablishment of sections 2. Annual budget to support District Leadership meetings and section visits   **Manages**   1. Regular meetings of section leaders 2. District Leadership Conferences within the scope of the Society-provided budget.    1. In-person Districts activities shall rotate between states, provinces, or countries, depending on scope of District    2. Event arrangements and expenses should be handled by a Section and submitted by the Chair for reimbursement 3. Pilot programs as approved by the Board   **Monitors**   1. Section health and good standing 2. Membership in the District 3. Opportunities to form new sections 4. Quality of section programs 5. Activities of similar society sections |

# Technical Assembly

|  | **Technical Assembly** |
| --- | --- |
| **Charge** | The Technical Assembly coordinates and supports the activities of the technical groups as delegated to it by the Executive Board. |
| **Group Type** | Assembly |
| **Sponsor** | Executive Board |
| **Responsibilities** | 1. Share information for efficient and effective technical dissemination 2. Identify resources to facilitate cooperation |
| **Composition** | Chair and chair-elect of Standards and Practices and the chairs of Technical Advisory (5), Technology Evaluation, Conference Advisory, Content Steering, and Academia Engagement committees plus a Chair for the Assembly. |
| **Selection/ Appointment** | Members are determined through committee chair appointments. The Chair is selected by Assembly members from nominations approved by the Executive Board. |
| **Service Terms** | Terms coincide with positions. Chair term is one year, renewable for up to three, consecutive years. |
| **Expected Commitment** | 1-3 hours per month  The Assembly will host virtual discussions, notes, and resources on their Connect community. |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Technical groups necessary to further the Society’s strategic direction. 2. Policies affecting the respective areas.   **Approves**   1. Nominating Committee appointments |

## Technology Evaluation Committee

|  | **Technology Evaluation Committee** |
| --- | --- |
| **Charge** | The Technology Evaluation Committee evaluates potential new technical areas of interest for ISA. |
| **Group Type** | Committee |
| **Sponsor** | Technical Assembly |
| **Goals/Responsibilities** | 1. Solicit proposals from members for technologies 2. Evaluate proposals for new technologies that have relevance for ISA   (Note that proposals may be submitted by any member.) |
| **Composition** | At least 8-10 contributing professional members and co-chairs representing a diversity consistent with Society’s policies and values. |
| **Selection/ Appointment** | Members are appointed by the Executive Board upon recommendation from the outgoing committee. Chair is selected by the approved committee members. |
| **Service Terms** | Terms coincide with Society operating year and positions. All terms are one-year renewable for up to three, consecutive years. |
| **Expected Commitment** | 2-4 hours per month  Additional time may be required for detailed evaluations |
| **Roles and Authorities** | **Makes Recommendations via the Technical Assembly**   1. Action to be taken with regard to new technologies   **Monitors**   1. Technical interest areas 2. Technical conversations in ISA Connect 3. Inputs from divisions on new technologies |

## Technical Advisory Committee(s)

|  |  |
| --- | --- |
|  | **Technical Advisory Committee(s)** |
| **Charge** | Technical Advisory Committees, aligned through the taxonomy, serve as an advisory body to support topical communities within the authority delegated by the Executive Board. |
| **Sponsor** | Technical Assembly |
| **Goals/Responsibilities** | 1. Convey information bi-directionally between the Society and the topical communities 2. Offer guidance and support for topical communities, connecting with staff as necessary |
| **Composition** | Chair, Chair-elect, and 4 additional members (programming, content, standards, and connect champion) |
| **Selection / Appointment** | Appointed by the Executive Board |
| **Terms** | Terms coincide with Society operating year and are one year, renewable up to three consecutive years. |
| **Expected Commitment** | 2-4 hours per month |
| **Roles and Authorities** | **Makes Recommendations to the Executive Board**   1. Policies and programs related to topical communities 2. Resources needed to support topical communities   **Approves**   1. Establishment of topical communities |
| **Related Documents** | Technical Topics <https://www.isa.org/about-isa/technical-content-topics> |

# Standards and Practices Board

|  | **Standards and Practices Board** |
| --- | --- |
| **Charge** | The Standards & Practices Board leads the development, adoption, review, and revision of national and international standards related to the practice of automation. Work products (via standards committees) include standards, recommended practices, and technical reports. |
| **Group Type** | Committee |
| **Sponsor** | Executive Board[[1]](#footnote-1) |
| **Responsibilities** | * Ensure that standards committees are operating effectively * Monitor and manage the overlap between standards committees * Maintain ISA’s accreditation as an ANSI standards development organization * Establish and maintain liaison relationships with other organizations as required to maintain the standards portfolio |
| **Composition** | Chair, chair-elect  Directors[[2]](#footnote-2)[[3]](#footnote-3)  Directors Emeritus (ex officio, non-voting) |
| **Selection/ Appointment** | Chair and Chair-elect are appointed by the Executive Board upon recommendation of the S&P Board.  Directors are appointed by the Chair and approved by the Executive Board. |
| **Terms** | Chair term is one year, renewable up to two consecutively. Director terms are 1 year, renewing automatically unless the Chair decides not to renew the appointment. |
| **Expected Commitment** | All directors are expected to attend monthly meetings. Managing directors must attend sufficient meetings of the committees that they are responsible for to ensure that they are following proper procedures. The total monthly commitments should be in the order of 1-3 hours. |
| **Roles and Authorities** | **Approves**   * Formation or dissolution of standards committees * Technical standards that meet ISA and American National Standards Institute (ANSI) requirements for due process and criteria for approval. * Technical reports and recommended practices that meet ISA processes and criteria for approval * Adoption of external standards, such as IEC by ISA * Transfer of ISA technical documents to external standards development organizations, such as IEC   **Monitors**   * Standards committee operation to ensure compliance with processes   **Makes recommendations to the Executive Board**   * Changes to the standards portfolio that may have impact on the Society content strategy * Resources required to support standards activities * External liaisons that require resources or commitment beyond the authority of the S&P board |
| **Related Groups** | * Technical Assembly * Technology Evaluation Committee * Individual standards committees[[4]](#footnote-4) |
| **Supporting Documents** | * S&P operating procedures (accredited by ANSI) * Standards committee charters * Descriptions of liaisons with external bodies related to development and maintenance of standards |

1. Processes and procedures used in the creation of standards and practices are certified by ANSI. [↑](#footnote-ref-1)
2. Administrative directors serve in an at-large capacity, while managing directors are responsible for overseeing one or more standards committees. [↑](#footnote-ref-2)
3. Directors must be a professional member of ISA and a member of one or more standards committees. [↑](#footnote-ref-3)
4. Each standards committee has a description and scope approved and managed by the S&P Board. [↑](#footnote-ref-4)