

OPERATING PROCEDURES
MANUAL
FOR THE
CEMA
ENGINEERING CONFERENCE



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INTRODUCTION

Established in 1947 under the name CEMA Technical committee, the CEMA Engineering Conference has created a very substantial body of voluntary conveyor standards over the years.

Membership of the Engineering Conference consists of those who manage Engineering Groups for CEMA member companies, although meetings of the group also are open to interested CEMA member personnel not actively engaged in engineering management.

In addition to standards and other documents published by CEMA itself, members of the Engineering Conference have contributed in a major way to publications sponsored by other organizations.

This "Manual of Operations Procedures for the CEMA Engineering Conference" was first promulgated in 1973 and was designed to provide flexible but permanent guidelines in written form. After 25 years, 45 Engineering Conferences, and hundreds of working committee meetings, members of this organization had established a pattern of operation for the Conference and for the creation, adoption, and distribution of voluntary standards and other publications designed to improve safety, efficiency, communication, and understanding between conveyor manufacturers and their customers. Until that time, procedures and guidelines for Engineering Conference Operations had not been written. The manual was revised in 1981.

Effective May 26, 1993, CEMA was re accredited by the ANSI Executive Council as an American National Standard Developing Organization with an increased scope to include: Conveyors, Palletizers, Unitizers, Depalletizers, and Related Equipment. Since the Engineering Conference is the CEMA body which develops and modifies standards, the procedures were reviewed and modified in 1993 to insure that they conform to the ANSI procedures for coordinating and developing the requisite consensus necessary for the accreditation of CEMA standards as American National Standards.

This 2007 revision incorporates minor evolutionary changes in the Conference Operations and ANSI Standards which have developed since then.

1. OBJECTIVES AND SCOPE

1.1 The basic objective of the CEMA Engineering Conference is the development of voluntary engineering standards and publications in accord with the purpose of the Conveyor Equipment Manufacturers Association, as stated in the CEMA Bylaws.

1.2 This objective is achieved through procedures outlined in this manual.

1.3 A secondary objective is the cooperation of Engineering Conference personnel with technical committees and boards of organizations whose interests are similar and complementary to CEMA'S. This cooperation includes assisting organizations such as engineering societies and the American National Standards Institute in drafting standards and documents, reviewing proposed publications, and providing technical information.

1.4 Scope of the activities of the Engineering Conference shall be under the direction of the CEMA Board of Directors and in the technical interest of CEMA member companies. These activities and interests can generally be classified as being Bulk Handling, Unit Handling, Conveyor Chain, or General Information (see Section 2, Organization).

1.5 Under "General Information," the Engineering Conference will address itself to such subjects as Terms and Definitions, International Standards, Application Standards, and Safety Standards.

1.6 The Engineering Conference will serve as both a creative body and a review body in the field of standards and technical publications pertinent to the conveyor industry.

1.7 All CEMA member companies are strongly encouraged to participate in the work of the Engineering Conference. Participation should include attendance, committee assignments, and commitment to the objectives outlined above.

1.8 Purpose of Standards -- CEMA standards are adopted in the public interest and are designed to eliminate misunderstandings between the manufacturer and purchaser in selecting and obtaining the proper product to meet a particular need. CEMA standards are voluntary, are not binding on any member firm, and do not prohibit manufacturers from selling products not conforming to such standards.

1.9 Definition of a Standard -- A CEMA standard is a voluntary industry norm defining a product, process or procedure with reference to one or more of the following: nomenclature, composition, construction, dimensions, tolerances, safety, operating characteristics, application, rating, and capacity for the service for which it is designed.

2. ORGANIZATION

2.1 The CEMA Engineering Conference will operate in the following sections:

- General Bulk Handling
- Conveyor Chain
- Unit Handling Conveyor

2.2 Committees will be appointed to carry on the work of the Conference within the following guidelines, which can be amended from time to time by action of the Conference:

- General Conference - Subjects of interest to and affecting Bulk Handling, Unit Handling and Conveyor Chain
- General Bulk Handling - Subjects pertaining exclusively to Bulk Handling.
- Conveyor Chain - Subjects pertaining exclusively to Conveyor Chain
- Unit Handling - Subjects pertaining exclusively to Unit Handling.

2.3 Engineering Conference Committees Active as of this writing are as follow:

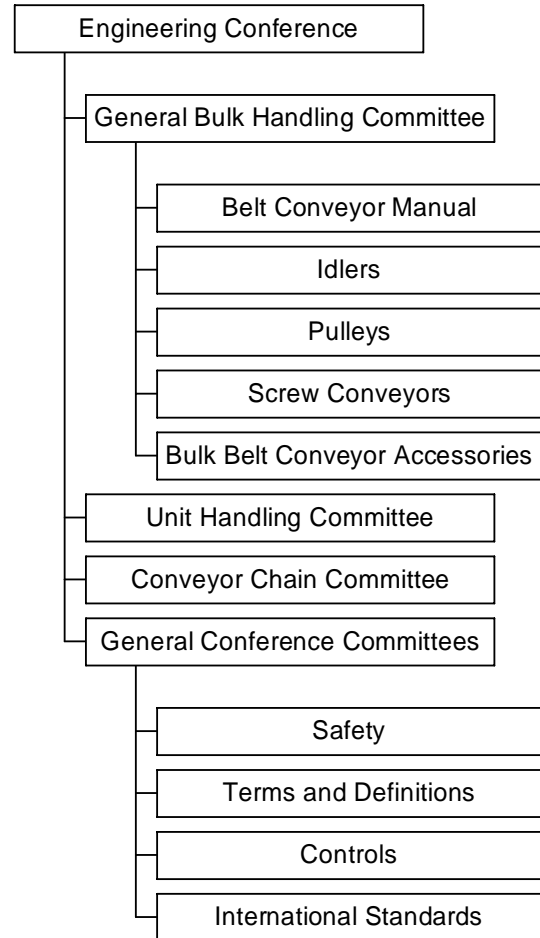
- General Conference Committees
 - Conveyor Controls
 - Conveyor Safety
 - Terms and Definitions
 - International Standards
- Bulk Handling Section Committees
 - Belt Conveyor Systems and Manual
 - Idlers
 - Conveyor Pulleys
 - Screw Conveyors
 - Bulk Conveyor Accessories
- Unit Handling Section Committees

None - The Committee Handles All Documents as Committee of the Whole and assigns individual documents to a chair and work group.

- Conveyor Chain Section Committee:

None - The Committee Handles All Documents as Committee of the Whole and assigns individual documents to a chair and work group.

The Engineering Conference may be assigned to work on any other matters or the topics that may be pertinent to specific product or market areas of interest to the Association.



3. ELECTION OF OFFICERS, SUCCESSION

3.1 Officers of the CEMA Engineering Conference are the chair, first vice chair, and second vice chair.

3.2 The officers are elected annually during the Engineering Conference. A Nominating Committee will be appointed by the Conference Chair at each Conference to propose a slate of officers. After opportunity is provided for nominations from the floor, election shall be by majority vote of those present.

3.3 Terms of office are one year.

3.4 Under special circumstances officers can serve a maximum of two consecutive terms in one office.

3.5 Under normal circumstances, the first vice chair will succeed the chair and the second vice chair will succeed the first vice chair at the completion of term(s) of office. This provision is made in the interest of continuity and efficiency. However, it may be waived when it becomes necessary because of retirement or other sufficient reason. Refer to Section 4 for further clarification on rotation.

3.6 The CEMA Executive Secretary will serve as secretary of the Engineering Conference.

4. DUTIES AND RESPONSIBILITIES OF THE OFFICERS

4.1 The three officers should consist of members representing each of the three sections, Bulk Handling, Unit Handling and Conveyor Chain. Each of these officers will also serve as chair of its section.

4.2 The chair of the Engineering Conference will also serve as chair of the General Section of the Conference.

4.3 The Engineering Conference Sections will nominate and elect their own section chair.

4.4 The officers will establish the agenda for the annual Engineering Conference.

4.5 The officers will be responsible for directing the development and/or review of CEMA standards and documents proposed for publication.

4.6 It will be the responsibility of the officers to encourage maximum participation by CEMA member companies in the Engineering Conference.

4.7 The Conference officers will answer technical inquiries submitted to the CEMA office. A copy of the answer will always be sent to the CEMA office. If the inquiry is of a nature that affects the membership, copies of the questions and answers will be sent to the membership by the CEMA office.

5. MEETINGS

5.1 The CEMA Engineering Conference will be held annually in the spring of the year unless otherwise directed by the CEMA Board of Directors.

5.2 Meeting place and dates will be selected at each Conference for the Conference the following year, subject to approval of the CEMA Board of Directors.

5.3 Following guidelines were established by the CEMA Board of Directors in September, 1976 and were modified, on occasion, since then:

- Conferences will be limited to no more than two and one half days.
- Conferences will be held in conjunction with, and at the site of, the annual Joint Management Conference, which is held in May or June of each year.
- Each CEMA Conference will be limited to one meeting per year, except that provision can be made to waive this rule in special situations.

6. COMMITTEES

6.1 Working committees of the CEMA Engineering Conference will prepare recommendations, drafts, reports, survey results, and such other information as may be necessary for the development and publication of standards and other documents by CEMA and by other organizations concerned with material handling. (See Section 8, Approval Procedure.)

6.2 All Committees are open to all CEMA Members. All CEMA member companies will be encouraged to participate in committee work, which is pertinent to their specific product interests and improvement of the conveyor manufacturing industry. In this regard, committee votes should strive for a consensus; however, a 75% majority of those present and eligible to vote is required for approval of the vote. When voting on a position within the committee, only one vote per involved member company will be permitted. Committees will normally elect chair and vice chair by majority vote of the committee, and the outgoing chair will inform the chair of the section of such elections. The term of a committee chair shall be three years. Under special circumstances, the chair may be re-appointed for one additional year. Objective of this procedure shall be the rotation of committee chairs among interested member companies. One exception is the Terms and Definitions Committee chair that will normally serve for five years to provide follow-through from one ANSI rewrite to the next.

6.3 When CEMA is developing, reaffirming, or revising a standard, every effort will be made to identify not only CEMA member companies, but non-CEMA companies and other industry associations which are heavily involved in the product, process or procedure that is the subject of the standard. In the case of interested Industry Associations, they will be invited to participate in the appropriate CEMA committee or Working Group. In the case of interested non-CEMA companies, they will be notified of CEMA's activity in this area and will be invited to either join CEMA and participate directly, or otherwise will be given the opportunity participate in the sequential reviews of the document in its different stages as it moves towards its final status.

6.4 The committee chair will appoint project chairs and secretaries, and may appoint members as needed to complete assigned projects. The chairs of sections, when asked for assistance by committee chairs will normally assist in identifying and appointing replacement members and/or additional members as needed to complete assigned projects. Member companies are responsible for insuring that they maintain representation on any and all committees of interest to their business or product lines.

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6.5 The committee chair will establish timetables for assigned projects, make progress reports, see that official project files are kept, and send files of completed projects to the CEMA office.

6.6 The chairs, in conjunction will determine the frequency and duration of committee meetings with committee members.

6.7 The names of conference officers, the committee chairs, along with Representatives and alternates to outside committees (such as ANSI) will be listed in the CEMA directory.

7. REPORTS

7.1 Working committee Chairs of the Engineering Conference will report not later than 2 weeks before the conference to the appropriate section chair:

- Project status
- Meeting Agenda
- Other items as may be required by the CEMA Board of Directors.

7.2 In each case, copies of the above will be sent to the Executive Secretary at CEMA Headquarters. The Executive Secretary will then make agenda distributions of report material as directed by the officers of the Conference or the CEMA Board of Directors. Distribution will be made to all CEMA members and registered attendees to the engineering conference.

7.3 If there has been no progress since a committee's last report, the chair shall so advise the appropriate Section Chair, in writing, with a copy to the Executive Secretary. The schedule shown in 7.1 will apply here as well.

7.4 Minutes of all standards committee meetings will be sent to CEMA Headquarters for review and file. See the attached written guide on the format for preparing minutes (Attachment A).

7.5 The Engineering Conference will report to the CEMA membership immediately following the annual Engineering Conference, through distribution of the Conference minutes.

8. APPROVAL PROCEDURES

8.1 Following is the normal procedure for documents proposed for publication:

a. The Committee Chair to Executive Secretary submits the final draft of the proposed document that was created by a working committee.

b. The Executive Secretary distributes copies of the document to Engineering Conference members representing CEMA companies with specific interest in the project. Per the provisions of Section 6.2.1, every effort will also be made to identify non-CEMA companies and industry organizations that have an interest in the document's subject matter. Their participation, review, and comment will be requested. Deadlines will be established. Notification of the project will be sent to all CEMA member companies and other interested parties by the Executive Secretary. This will enable any interested party to request copies of the document if they feel the need.

c. All comments and suggestions returned to the committee for review and final revision, if needed, and the document is sent to the Executive Secretary.

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d. The final draft then is distributed to Official Representatives of CEMA companies and others who have stated a specific interest in the project for their review and comment. Notification of the draft will be sent to all CEMA member companies for their information.

e. The committee completes further work resulting from 8.1 (d) above. If the proposed document is approved by all concerned, this step is eliminated.

f. Publication and distribution of the completed CEMA standard or publication then will be the responsibility of the Executive Secretary.

OR

The document will be submitted to the sponsoring organization, if other than CEMA, through the CEMA representative to the sponsoring organization (ANSI, ASME for example).

g. On major publications, it is advisable to develop liaison between the Engineering Conference Committee and the appropriate Product Section.

h. When a standard is proposed as an American National Standard, or is an American National Standard which is being proposed for revision or reaffirmation, it will be the responsibility of the Executive Secretary to comply with the due process procedures in the most current version of ANSI's "Essential Requirements: Due Process Requirements for American National Standards."

9. OTHER ORGANIZATIONS

9.1 CEMA traditionally has worked closely with organizations whose interests are similar and complementary. Examples are the American National Standards Institute and the American Society of Mechanical Engineers. The key to meaningful cooperation in writing standards and comparable activities is CEMA representation on committees and boards of these organizations.

9.2 CEMA is represented in the following standards and engineering oriented organizations and committees:

American Society of Mechanical Engineers (ASME)

Committee B15.1 Safety Standard for Mechanical Power Transmission Equipment
Committee B20.1 Safety Standard for Conveyors and Related Equipment
Committee B29 (All) Transmission Chain and Sprockets

International Organization for Standardization (ISO)

Represented through ANSI

9.3 In most cases, the chair of the Engineering Conference will appoint CEMA representatives and alternates to technical groups of cooperating organizations. When CEMA policy is involved, the President and/or Board of Directors of CEMA will make the appointments.

9.4 It will be the responsibility of the CEMA representative to attend meetings of boards and committees to which he/she is appointed. If he/she cannot be present, he/she will be responsible for seeing that alternates attend.

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9.5 CEMA representatives on such technical boards and committees will report to the Engineering Conference on the group's work.

9.6 Approval procedure will follow the guidelines shown in Section 8 (Approval Procedure).

9.7 The following defines the responsibility and procedure for processing official ballots or other formal responses requested by outside organizations or individuals.

a. Responsibility for preparing the formal response shall be assigned to the appropriate Engineering Conference committee chairman. If the topic in question falls outside the scope of involvement of existing Conference committees, responsibility for response shall be assigned to the appropriate Conference officer.

b. The responsible individuals will use their judgment as to whether they can answer directly or whether they feel it is necessary to get the opinions of other members. They must keep in mind that they are representing CEMA and all member companies.

c. When a ballot or answer is submitted, a copy of the ballot or answer plus any comments will be submitted to the Executive Secretary. The Executive Secretary will be responsible for forwarding formal responses to appropriate interested parties. All responses are to be made under the CEMA letterhead.

d. The CEMA Executive Secretary will notify the Board of Directors and Legal Counsel where necessary. In addition, he/she will notify all members of the ballot. Any member interested in the background data may request it from the CEMA office.

e. If the responsible individual feels it is necessary to obtain comments from other member companies, he/she can do this by letter or by calling a meeting. A letter requesting comments for the call of a meeting will be handled through the Executive Secretary at CEMA Headquarters.

f. If an inquiry can be answered by a previously approved interpretation, the Executive Secretary will reply to the inquirer with a copy sent to the officers of the appropriate section or working committee.

ATTACHMENT A

MEMORANDUM ON MINUTE WRITING

FOR: All CEMA Committee Chair and Minutes Writers.

Please review the attached memorandum before you write any minutes for which you are responsible.

The only long-term documents that the Association is required to maintain are the Minutes of Association Meetings. These are Public Records. Public record means public in every respect; e. g., a record report, which can be given out freely to any and all persons requesting it, including any investigators, for any reason.

Many of our minutes contain more detail than necessary. This is a luxury we do not need and cannot afford.

In addition, reference to a remark of some person at the meeting or to the specific position of a company or organization might be misconstrued or taken out of context by someone not familiar with the subject under discussion.

In view of this, unless there is a very valid reason for more detail, a minute item should cover:

- (a) A statement of the problem, or item, before the committee or group
- (b) A statement that the committee discussed this problem (no detail of discussion) and
- (c) The decision of the committee, if any, and a brief summary of the reasons
- (d) If there are action items, people who have been appointed to complete them, and schedules for these actions to be accomplished, you should include that information.

There may be an occasion when you might want to spell out in a general manner the two (or more) points of view on the problem presented at the meeting, but no references to persons or companies should be made unless they request this in writing.

You will note in the enclosed example that particular emphasis is placed on the preparation of minutes in order that they reflect the decisions taken.

The minute writing example is a demonstration of how to cut unnecessary detail down to the essential elements of a minute item. This is by no means the only example and is designed only to illustrate a point.

CEMA Executive Secretary

Encl.

Examples of Types of Minute Writing

Here are two examples of minute items. Let us assume these are extracts from the minutes of USASI Committee XXX 17.76 on Punch-Bowl Ladles.

First - the unnecessarily verbose type

Item #4 - The Requirement of Teflon Coating - The Committee secretary, M. Alexander A. Arbitrate, stated that he had received a letter dated August 12, 20XX and several telephone calls from Mr. Thomas T. Teffer of the Philadelphia Punch Bowl Ladle Company requesting that USA Standard XXX 17.76 on Punch Bowl Ladles be revised by adding the requirement that all punch bowl ladles be teflon coated to assure full utilization of the punch and to make them easier to clean. A copy of this letter is reproduced as follows:

(Inserted text)

There followed a long discussion on this matter. Mr. Cornelius C. Corning of the Glass Punch Bowl Ladle Company of Glassville, N. Y. objected strenuously, stating that it would be difficult for his company to teflon coat his glass punch bowl ladles. He said to accomplish this would crystallize the glass and present a safety problem to the consumer.

Miss Constance C. Consumption of the Central Consumer Congress stated that she felt the proposal would probably meet with the approval of the consumer as studies by the Tipster Testing Tank Laboratories of Tifton, Tennessee had shown that not so much punch would be wasted in transferring it from the bowl to the cups. She pointed out, however, that she would have to clear this matter with her Board of Directors, most of who only consumed fruit punch.

Following the discussion and a lunch break, the Committee reconvened and the Chairman, Mr. Carlton C. Charlemange, III of the Charlemange Punch Bowl Company of Charlemange, Connecticut asked the members of the Committee whether or not they were ready to vote on whether or not the requirement that all punch bowl ladles be teflon coated be added to the other requirements of USA Standard XXX 17.76 on Punch Bowl Ladles.

There followed more discussion by other members of the Committee and Mr. Peter P. Ponchatrain of Peoria, Pennsylvania asked if anyone had checked with the Department of Navy which was the originator of the punch bowl ladle standard. Apparently no one had.

There followed a vote on the question. The vote was 3 for, 2 against, with 23 abstentions. In view of the lack of support, the proposal was dropped.

Second - the preferred method

Item #4 - The Requirement of Teflon Coating - The Committee next considered the question of whether the standard (XXX 17.76) be revised by the addition of a requirement that the ladles be teflon coated.

After discussion, a vote was taken - 3 for, and 2 against, with 23 abstentions. In view of the lack of support, the proposal was dropped. The committee secretary will inform Mr. Teffer, by letter, of the committee decision.

ATTACHMENT B

CEMA NEW MEMBER ORIENTATION AT THE ENGINEERING CONFERENCE

CEMA expects to attract new members each year to the Engineering Conference.

These new members should be encouraged to participate in the conference sessions that are of interest to them and their companies. Since few if any will have experience with the Engineering Conference they might be reluctant to participate fully at first. To help overcome any reluctance based on uncertainty about procedures and/or expectations, a New Member Orientation is hereby established.

A short orientation session for new members will be scheduled approximately one hour before the beginning of the Sunday Evening Get Acquainted Reception. All new members, and other interested attendees will be invited to attend.

The orientation will be conducted by the Engineering Conference Officers, aided by others as appropriate.

As a minimum, the following orientation agenda items should be covered:

- Welcome –Engineering Conference Chairman and Officers
- Quick Round of Introductions
- CEMA and JMC Organization and Objectives – CEMA Staff Member
- Engineering Conference Organization and Objectives – Engineering Conference Chair
- Engineering Conference Agenda Discussion – Include description of working committees and current projects.
- (Optional) Committee Chairs who have special interest items can briefly describe them.
- Questions
- Adjourn to the Get Acquainted Reception.

ATTACHMENT C

**CEMA ENGINEERING CONFERENCE
First-Time Attendees Orientation (Handout)**

**You and Your Company Control What You Get Out Of Your CEMA Membership.
Thank You for Attending and Welcome to CEMA.**

CEMA was founded 1933 to meet a need to differentiate the conveyor component within the material handling industry and meet the needs of that group of manufacturers. They had no standards, common terms and definitions, industry statistics, and many other needed things.

CEMA's Mission is:

- To be the association representing the leading North American manufacturers and designers of conveyor equipment, systems, and accessories.
- To promote the common interests of its members and the members of the Conveyor Manufacturing Industry when such interests do not conflict with the common good.
- To promote Standardization of design, safety, manufacture, and application, on a voluntary basis, in such a manner as will not impede development of conveyor equipment and component parts or lessen competition.
 - **This third Mission Goal is accomplished by the work of the Engineering Conference.**

CEMA Meeting Cycle and the Engineering Conference

Annual Meeting — March

- The Sections Approve Completed Engineering Conference work or send it back for further work. Assign Engineering Conference New Projects.

Engineering Conference — June

- **Section Committees and Product Committees**
 - Maintain CEMA Standards and other Publications.
 - Develop New Standards perceived as needed by the industry.
 - Maintain and Develop Safety Program Items for their Products in coordination with the Safety Committee.
- **Safety Committee**
 - Coordinates the maintenance and development of the CEMA Conveyor Safety Program.
 - Safety Labels, Label Placement Guidelines, Safety Posters
 - Safety Videos.
 - Safety Best Practices, Safety Supplements for Standards, Etc..

Fall Meeting — September

- Sections review work of the Engineering Conference and correct or fine tune any work in progress before it goes too far.

CONFERENCE OVERVIEW

- **Sunday** - Arrival, Opening/Get Acquainted Dinner.
- **Monday** - General Meeting, Engineering Topic Seminar, Safety Committee Meeting. No Evening Commitments.
- **Tuesday** - Product and/or Section Meetings, Closing Dinner.
- **Wednesday** - Safety Committee Follow-up, Other Early Morning Meetings As Required, Meetings Activity Summary for All. Adjourn by Noon.

What Engineering Conference Meetings Should I Attend?

ALL MEETINGS ARE OPEN TO ALL CEMA MEMBERS AND INVITED GUESTS

- No Closed Meetings.

ATTEND ANY MEETING THAT INTERESTS YOU

- No Membership Requirement Except Interest.
- If You Want To Attend Two Meetings That Are Happening At The Same Time, Feel Free To Circulate Between Them.
- Ask Questions, Contribute, Volunteer.

All Should Attend the Safety Committee.

Questions?

CEMA ENNGINEERING CONFERENCE
GUIDELINES FOR SPEAKER REIMBURSEMENT

- No speaker fees, per se, will be paid.
 - If there is any fee discussed, please talk to Phil Hannigan first.
- CEMA will pick up the tab for speaker hotel room, beginning Saturday Evening, and continuing through Tuesday Evening) and food at CEMA functions.
- CEMA will rent audio visual presentation equipment required by the speaker.
- Speakers are invited to participate in all CEMA meetings.

- CEMA will reimburse speakers for the following:
 - Air Fare - Coach
 - Transport to/from the La Playa Hotel
 - For other dining, (breakfast and Monday Dinner) CEMA will reimburse.

CEMA covers the cost of the following Conference Meal Functions for its speakers and expects those speakers to attend these:

- *Breakfasts – Monday, Tuesday, and Wednesday.*
- *Lunches – Monday and Tuesday.*
- *Dinners – Sunday and Tuesday.*

The purpose of this is to encourage maximum speaker-attendee interface and follow-up from the formal speaker presentation sessions.

- CEMA will not reimburse
 - Movie Rental and Bar Tabs.
 - Golf Fees if speaker chooses to participate in Sunday CEMA Golf Tournament.
 - Beach Rental of Boats, other water sport items, or excursion/sight seeing activities.
 - Dinners for which CEMA expects speaker to attend.

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