



TECHNICAL COMMITTEES OF ARMA

Revised: 12 January 2024

Mission

The mission of ARMA's Technical Committees is to support and conduct activities that contribute to the development and dissemination of knowledge in rock mechanics and geomechanics, to engage current and prospective ARMA members in technical activities, and to support the vision of ARMA.

Activities

All technical activities stand as pre-approved by the ARMA Board of Directors (BOD).

Technical Committee activities include, but are not limited to:

- Creating a Technical Community of both current and prospective ARMA members for the purpose of organizing seminar / webinar series.
- Planning and organizing technical sessions at ARMA annual symposia, specialty conferences, workshops, and short courses.
- Soliciting, preparing and /or reviewing and editing papers, reports, manuals, and guidelines of practice.
- Contributing to ARMA's publications (technical and non-technical) as a Technical Committee.

This Board's authorization prohibits certain non-technical activities, such as political lobbying, which are contrary to ARMA's bylaws. In addition, the Technical Committee should abide by ARMA's conflict of interest policy. Also, activities that entail financial receipts and/or expenditures (such as stand-alone specialty conferences) must receive prior approval by the BOD of ARMA and will incur reporting responsibilities beyond those described in this document.

Organization and Membership

Technical Committees are established by the BOD of ARMA for a duration of three years. Additional three-year extensions may be approved by the BOD after a request from the Committee Chair.

Four distinct roles and memberships are recognized in Technical Committees:

1. Technical Committee Chair
2. Technical Committee Officers
3. Technical Committee Members
4. Technical Community Members

The following guidelines apply to these roles / membership types:

1. The **Committee Chair** shall be an ARMA member. The Chair is nominated by the members of the committee after a majority vote and appointed by the BOD of ARMA. The appointment will have duration of three years and may be renewed after a positive vote from the Committee Members. The current Chair, at the end of his or her term, proposes a list of candidates to the Members of the Committee. The candidate with the largest number of votes receives the nomination, which will be finalized by approval from the BOD of ARMA.

The responsibilities of a Technical Committee Chair include:

- a. Appointing Committee Officers
 - b. Organizing and chairing at least one meeting of the Committee every year
 - c. Preparing and submitting an Annual Report to the BOD of ARMA
 - d. Submitting a continuing proposal to the BOD of ARMA every three years
 - e. Nominating candidates to succeed him or her as Chair
2. The Chair appoints the other **Committee Officers**, as needed to achieve the mission of the Committee, and minimally consisting of a Vice Chair and at least one other officer (i.e., a Secretary and/or a Communications Chair).

Committee Officers shall be ARMA members.

3. The founding group of **Committee Members** is typically chosen by the founding Chair. Once founded, additional Committee Members are nominated by the Chair, Officers, and/or current Committee Members and are granted membership by approval of the Committee. Typically there will be 10-20 Committee Members. At least two-thirds of Committee Members shall be ARMA Members. Members of Committees who are initially not ARMA Members should become ARMA Members within three years of becoming Committee Members.
4. The Committee may choose to establish a wider group of **Community Members**. Community Members are included through a simple nomination of a Committee Member (including Officers and/or the Chair) and there is no Committee approval required. Community Members need not be ARMA Members, although they are encouraged to become ARMA Members in due course as the Community provides value to them and their careers. Community Members are non-voting and have no formal responsibilities, although they are allowed and encouraged to support the activities of the Committee by organizing/presenting seminars/webinars, as well as participating in the organization of technical sessions and workshops.

Procedures

Establishing

A Technical Committee is initiated by a founding Chair who will assemble an initial group of prospective Committee Members in order to forward a proposal to the BOD of ARMA to establish a new Technical Committee. The proposal should include:

1. Overall mission, specific goals, and technical scope of the proposed Committee.
2. Name, affiliation, and ARMA membership status of the founding Chair, Officers, and Committee Members.
3. Anticipated number of Technical Community members, if applicable.
4. Date(s) and key action points from initial Committee meeting(s), which aim at drafting a statement of mission, goals, and scope of the proposed Committee.
5. Brief description of anticipated main activities of the Committee and, if applicable, the Community.

Meeting

The Committee shall meet at least once a year. Decisions that need approval by the Committee require a majority vote by the Committee Members present at the meeting. Decisions can also be made by vote by email, in which case the Chair sends an email to all the Committee Members requesting a decision. A positive vote by the majority of the Committee Members responding to the request will suffice.

Reporting and Continuing

A report summarizing the activities of the Technical Committee shall be submitted once a year to the BOD of ARMA. This report can be brief and is aimed at providing the BOD of ARMA with information required to carry out its role of governance, as opposed to a detailed technical report of the Committee's activities. These reports operate on a symposium-to-symposium cycle (i.e., from June to June the following year) and will be submitted to the BOD of ARMA within a few months of the completion of the annual symposium; specific deadlines for every year will be communicated to committee chairs by the ARMA Vice President (responsible for Technical Committee oversight). Information in the Annual Report shall include:

1. Overall mission, specific goals, and technical scope of the Committee, clearly stating revisions, if these have changed since the previous report.
2. Name, affiliation, and ARMA membership status of the Chair, Officers, and Committee Members, clearly stating changes (if any) since the previous report.
3. Number of Technical Community members, if applicable, and an approximate percentage of them who are ARMA Members, if known.
4. Date(s) and key action points from internal Committee meeting(s).
5. Brief description of main activities of the Committee and Community, as applicable, for the past ARMA year. For example, for a Community webinar series, the description should include a list of speakers, dates, average attendance, and link(s) to recorded presentations. A similar level of information should be provided for other activities.
6. Summary of initiatives that promoted diversity and gender equity.

7. Revenues and expenditures from Committee activities, if any, recalling that any activities with financial implications require prior approval from the BOD of ARMA.
8. Date the Committee was first established. If the report covers the third year of the Committee's term since the previous BOD of ARMA approval, then the report should state if the Committee requests permission to continue for another three-year term. This continuing application should include anticipated changes to personnel, including Chair, Officers, and Members, as well as anticipated main activities of the Committee for the new term.