ASME Transportation Systems Division (TSD)

Operating Guide

September 14, 2026

Revision History

Revision	Date	Description
0	September 14, 2026	Transportation Systems Division Executive Committee approved new Operating Guide, initial issue.

Table of Contents

1. Preface

1.1 Purpose of the Operating Guide

This Operating Guide establishes the governance, structure, and operational framework for the Transportation Systems Division (TSD) within the ASME Technical and Engineering Communities (TEC) Sector.

It provides a consistent framework for Division operations, clarifies roles and responsibilities for leadership and volunteers, and supports alignment with ASME policies, procedures, and TEC guidelines.

1.2 Scope and Applicability

This guide applies to the Executive Committee (EC), Technical Communities, Non-technical Communities, Subcommittees/Working Groups/Task Forces, and all Division volunteers and leaders.

It serves as the primary reference for Division governance and operations and should be used for onboarding, continuity, and consistent execution of Division activities.

1.3 Alignment with ASME and TEC

This Operating Guide is intended to align with ASME governance policies and procedures and the TEC Division Operation Guide requirements.

In the case of conflict between this Operating Guide and ASME or TEC governance documentation, the ASME/TEC governing documents take precedence.

2. Division Structure

2.1 Overview

The Transportation Systems Division operates as a technical division within the TEC Sector, supporting the advancement and dissemination of engineering knowledge and professional engagement.

2.2 Organizational Structure

2.2.1 Executive Committee (EC)

Provides overall leadership and governance, sets strategic direction, and oversees Division operations and performance.

2.2.2 Technical Communities

Develop and deliver technical content, support conference programming, and focus on defined technical domains within the Division's scope.

2.2.3 Non-technical communities / Subcommittees / Working Groups / Task Forces

Support targeted initiatives and programs and operate under the guidance of the EC or relevant Technical Communities.

2.2.4 Liaisons and Representatives

Interface with ASME-wide groups and stakeholders to ensure coordination across the TEC ecosystem.

2.3 Role of ASME Staff

ASME TEC Operations staff serve as strategic partners to Division leadership, collaborating to support strategic planning and execution. They work alongside volunteers to coordinate operational and financial activities, provide guidance on policies, systems, and best practices, and ensure alignment with ASME and TEC priorities. The Senior TEC Operations Manager is a standing participant in Executive Committee meetings and shall be included in all such meetings to support continuity, alignment, and effective governance.

3. Purpose and Objectives of the Division

The Transportation Systems Division (TSD) serves as a global technical community within ASME dedicated to advancing the science, engineering, and application of land and sea transportation systems across multiple modes.

The Division provides a structured platform for advancing technical knowledge and innovation; facilitating collaboration between industry, academia, and government stakeholders; supporting dissemination of best practices, research, and standards; and engaging engineers at all career stages.

3.1 Purpose of the Division

The Transportation Systems Division (TSD) advances transportation systems engineering and provides opportunities for members to collaborate, learn, and contribute through technical programming and professional engagement.

TSD contributes to the ASME mission by supporting engineering solutions related to mobility, safety, sustainability, and system performance.

3.2 Mission Statement

To advance engineering solutions that enable safe, efficient, and sustainable transportation on land and sea for the benefit of humanity.

3.3 Vision Statement

To be the leading global engineering community shaping the future of transportation by uniting industry professionals, researchers, and students.

3.4 Strategic Objectives

A. Technical Leadership and Innovation: advance core and emerging transportation technologies and encourage collaboration across disciplines.

B. Conferences, Programs, and Content Delivery: deliver high-quality programming and expand accessible digital content.

C. Member Engagement and Community Growth: increase participation across career stages and foster an inclusive community.

D. Industry and Stakeholder Engagement: strengthen partnerships and address real-world challenges.

E. Recognition and Professional Development: recognize excellence and provide mentorship and career development.

F. Operational Excellence and Sustainability: align activities with governance, maintain financial stewardship, and track performance metrics.

4. Governance and Guidelines

4.1 Governance Principles

The Division operates with transparency, accountability, and alignment with ASME policies and TEC guidelines. Decision-making should be documented and accessible to support continuity.

4.2 Roles and Responsibilities

The Division operates through a defined structure of roles and responsibilities to support effective governance, accountability, and execution of Division activities. Communities and working groups operate under the oversight of the Executive Committee in accordance with the governance framework outlined in Section 4.5.

4.2.1 Executive Committee

The Executive Committee is responsible for strategic planning; approval and oversight of programs and initiatives; monitoring Division performance; and ensuring compliance with ASME and TEC governance requirements.

4.2.2 Technical Community Leadership Teams

Technical Community Leadership Teams lead community activities, establish and manage goals aligned with Division priorities, and report progress, outcomes, and needs to the Executive Committee.

4.2.3 Volunteers

Volunteers contribute to Division initiatives through participation in technical communities, working groups, and programs, and supporting the Division's mission and objectives.

4.3 Decision-Making Authority

Authority for Division-level decisions resides with the Executive Committee (EC). Committees may act within their defined scope; however, key decisions, recommendations, and initiatives are subject to EC review and approval.

4.4 Documentation and Recordkeeping

The Division maintains records of meeting minutes and decisions, strategic and operational plans, rosters, and financial documents to support transparency and continuity.

4.5 Technical Communities, Non-Technical Communities, and Working Groups Governance

Communities, working groups, and other entities reporting to the Executive Committee shall operate in alignment with the Division's governance framework.

Each group shall:

- Clearly define its purpose and scope in alignment with the Division's strategic objectives
- Establish defined membership criteria, including roles and expectations for participation
- Define the duties and responsibilities of community members
- Implement a transparent process for the selection of new members, providing opportunities for broader Division engagement where appropriate

Community leadership structures should include, at a minimum, a Chair and Vice Chair, and, where applicable, a Past Chair, along with any additional roles necessary to support the community objectives.

A member of the Executive Committee shall be appointed as a non-voting liaison to each community, working group, or entity reporting to the Executive Committee. This role ensures alignment with Division priorities, facilitates communication between the Executive Committee and the group, and supports effective governance and oversight.

Leadership progression is not automatic. However, the Vice Chair may transition to the Chair role, and the Chair may transition to the Past Chair role to support continuity. Leadership term limits shall not exceed two years per role, with a maximum of six cumulative years of service in a leadership position. Each leadership role shall have a clearly defined role description.

Communities shall establish strategic goals aligned with Division priorities and evaluate performance using clearly defined, consistent, and objective metrics, subject to Executive Committee approval. The intent is to support effective evaluation and continuous improvement across all Division activities.

4.6 Removal of Executive Committee Members and Leadership Team Members

An Executive Committee (EC) member may be removed from their leadership position or committee assignment for cause, including but not limited to failure to fulfill responsibilities, violation of ASME policies, misconduct, or actions contrary to the interests of the Division. Removal of an EC member requires a two-thirds (2/3) affirmative vote of the remaining EC Voting Members.

A Technical Community, Working Group, or Subcommittee Leadership Team member may be removed from their leadership position for cause. Removal requires a recommendation from the applicable Leadership Team and approval by a two-thirds (2/3) affirmative vote of the EC Voting Members.

Prior to any removal action, the individual shall be notified of the concerns and provided a reasonable opportunity to respond. Any vacancy resulting from removal shall be filled in accordance with the succession and appointment provisions of this Operating Guide.

5. Leadership Succession and Elections

5.1 Overview

TSD maintains a structured and transparent succession and election process to ensure continuity of leadership and sustainable volunteer engagement.

5.2 Leadership Structure and Terms

The Executive Committee includes leadership roles such as Chair, Vice Chair, Secretary, Treasurer, and Past Chair. These roles are intended to provide a foundational structure; however, the Executive Committee may establish additional roles as needed to support its strategic objectives. Role descriptions and terms shall be clearly defined and structured to ensure continuity through staggered appointments.

Leadership term limits are a maximum of six cumulative years of service on the Executive Committee. The Chair and Vice Chair roles are limited to no more than two years in each position. Automatic progression is limited to advancement from Vice Chair to Chair and, where applicable, from Chair to Past Chair. Upon reaching the six-year maximum, individuals are no

longer eligible to serve on the Executive Committee. Any exceptions to these term limits require approval from the TEC Sector Council.

The Executive Committee is encouraged to review its leadership structure on an annual basis to ensure alignment with strategic priorities. The intent is to maintain an engaged and purpose-driven Executive Committee, where each member has clearly defined responsibilities that contribute to the Division's objectives.

5.3 Succession Planning Framework

The Executive Committee shall maintain a proactive succession planning framework that supports leadership continuity and long-term sustainability. This includes identifying and developing a pipeline of future leaders aligned with the Division's strategic objectives.

In addition, the Executive Committee should reflect diversity across geographical regions, professional affiliation, technical areas, gender, and career stages. The intent is to ensure the Executive Committee represents the breadth of the Division's membership and, where appropriate, supports the growth of the Division in underrepresented areas.

Executive Committee positions should be communicated openly to Division members to provide the broader community with the opportunity to express interest and be considered for leadership roles. This approach supports transparency, inclusivity, and the development of a strong and diverse leadership pipeline.

The Executive Committee shall maintain a staggered rotation schedule for member terms to preserve institutional knowledge and leadership continuity. Succession planning should be structured to avoid an excessive number of members completing their service at the same time, while still providing regular opportunities for new members to join the Executive Committee.

5.4 Leadership Transition

Transitions include knowledge transfer, documentation handoff, and onboarding to ensure continuity in responsibilities, contacts, and ongoing initiatives.

5.5 Vacancy and Interim Appointments

In the event of a vacancy, the EC may appoint an interim leader and/or conduct an election consistent with Division governance.

5.6 Governance and Compliance

Succession and election processes shall align with ASME policies and TEC guidelines. The Executive Committee shall review these processes on an annual basis to ensure they remain effective, transparent, and aligned with Division needs, including the strength of the leadership pipeline and the ability to support diverse and qualified candidates.

6. Division Operations and Management

6.1 Overview

TSD operates through a framework of governance, planning, and program execution designed to align with ASME policies and TEC guidelines while delivering technical content and member value. Specific governance processes, including succession and elections, are defined within this guide.

6.2 Required Operating Elements

The Division shall maintain the following core operating elements:

Strategic Plan: A multi-year plan that defines the Division's long-term priorities, growth areas, and alignment with ASME and TEC objectives. The Strategic Plan shall be reviewed on an annual basis to ensure continued relevance and effectiveness.

Annual Operating Plan: A yearly execution plan that outlines key activities, programs, responsibilities, and expected outcomes aligned with the Strategic Plan.

Performance Metrics: Defined metrics used to evaluate the success of Division activities, including program delivery, engagement, financial performance, and leadership effectiveness.

6.3 Meetings and Decision-Making

When conducting meetings, a quorum shall consist of a minimum of fifty percent (50%) of Voting Members. Decisions shall be made by a simple majority vote of a quorum of Voting Members present at a meeting.

When voting is conducted via email or other electronic means, participation from all Voting Members is expected. A decision shall be considered valid upon receipt of responses from a quorum of Voting Members, unless otherwise specified.

6.4 Programs and Activities

The Division delivers value through conferences and technical events, workshops and specialized programs, student and early-career engagement, and honors and awards programs. Cross-division collaboration is encouraged to advance interdisciplinary engagement.

6.5 Continuous Improvement

The Division reviews operational effectiveness on an annual basis and implements improvements based on feedback and performance data.

7. Division Health and Performance

7.1 Overview

The Division monitors its performance and overall health using defined metrics to support alignment with strategic objectives and continuous improvement.

7.2 Key Performance Areas

Performance areas may include membership and engagement, programs and content delivery, financial performance, leadership and governance.

7.3 Performance Review

The EC reviews performance on an annual basis and uses results to inform strategic and operational decisions.

8. Strategic Growth and Sustainability

8.1 Growth Objectives

The Division supports long-term growth by expanding engagement, strengthening technical programming, and increasing visibility within ASME and the broader transportation community.

8.2 Industry and External Engagement

The Division strengthens partnerships with industry, academia, and government and aligns programs with needs and trends.

9. Restructuring or Dissolution

9.1 Criteria for Executive Committee Restructuring

Restructuring may be considered to improve effectiveness, respond to evolving technical focus areas, or address participation and engagement changes.

9.2 Process for Executive Committee Restructuring

Recommendations are developed by the EC and reviewed and approved by the TEC Sector Council.

9.3 Dissolution

While the Division is committed to sustained growth and impact, restructuring or dissolution may occur in accordance with ASME policies and TEC guidelines. These actions are governed by the TEC Sector Council based on Division performance and strategic alignment.

10. Operating Guide Maintenance

10.1 Ownership

The Executive Committee is responsible for maintaining this Operating Guide.

10.2 Review and Update Process

The Operating Guide is reviewed on an annual basis, and revisions are approved through established governance processes.

10.3 Version Control

Changes are documented in the revision history, and the current version is maintained in an accessible location.

11. Appendices

11.1 Definitions of Terms

This section defines key terms used throughout the Transportation Systems Division (TSD) Operating Guide to ensure clarity, consistency, and a shared understanding across Division leadership and volunteers.

Annual Operating Plan

A yearly execution plan that outlines key Division activities, programs, responsibilities, and expected outcomes aligned with the Strategic Plan (see Section 6.2).

ASME Policies and Procedures

The governing rules and requirements established by ASME that take precedence over Division-level guidance in the event of any conflict (see Section I.3).

Consensus

A general agreement among Executive Committee (EC) members achieved through discussion, where formal voting may not be required (see Section 6.3 for decision processes).

Cross-Division Collaboration

Coordination and joint activities between TSD and other ASME divisions or external organizations to advance interdisciplinary engagement (see Section 6.4).

Decision-Making Authority

The defined responsibility and authority for making decisions at the Division, community, or working group level, as outlined in this Operating Guide (see Section 4.3).

Division

The Transportation Systems Division (TSD), operating within the ASME Technical and Engineering Communities (TEC) Sector (see Section 2.1).

Division Health Metrics
Defined indicators used to assess the overall performance and sustainability of the Division across key areas such as engagement, programming, financial performance, and leadership effectiveness (see Section 7).

Executive Committee (EC)
The governing body responsible for providing strategic direction, decision-making, and oversight of Division operations and performance (see Section 2.2.1 and Section 4.2).

Inclusivity and Diversity
The intentional representation and inclusion of individuals across geographic regions, professional affiliations, technical areas, gender, and career stages to reflect the breadth of the Division's membership and support its growth (see Section 5.3).

Leadership Pipeline
A pool of potential future leaders identified and developed through Division engagement and participation to support long-term sustainability (see Section 5.3).

Majority Vote
A decision approved by more than half of the voting members present at a meeting where a quorum is established (see Section 6.3).

Member Engagement
The participation of members in Division activities, including technical programming, leadership roles, and community initiatives (see Section 3 and Section 6.4).

Operating Guide
The governing document that establishes the structure, roles, responsibilities, and operational framework for the Division (see Section 1.1).

Performance Metrics
Quantitative and qualitative measures used to evaluate the success of Division activities, programs, and leadership effectiveness, aligned with strategic objectives (see Section 6.2 and Section 7).

Quorum
The minimum number of voting members required to conduct official Division business and make valid decisions (see Section 6.3).

Stakeholders
Individuals or organizations, including industry, academia, government, and ASME entities that interact with or are impacted by the Division (see Section 3).

Strategic Alignment
The process of ensuring that Division activities, programs, and decisions support ASME and TEC priorities and objectives (see Section I.3 and Section 8).

Strategic Plan
A multi-year plan that defines the Division's long-term priorities, growth areas, and alignment with ASME and TEC objectives (see Section 6.2).

Succession Planning
A structured process to identify, develop, and prepare future leaders to ensure continuity of leadership and sustained Division performance (see Section 5.2–5.3).

Technical Community (TC)
A group responsible for developing and delivering technical content and programming aligned with defined subject areas within the Division (see Section 2.2.2 and Section 4.5).

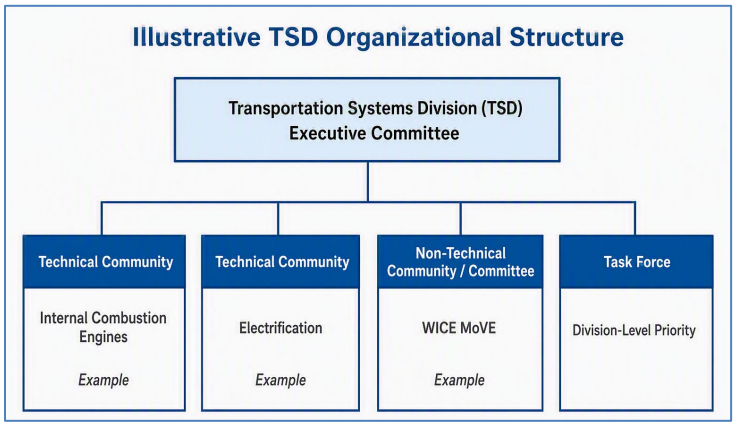
Transparency
The practice of documenting and communicating decisions, processes, and activities in an open and accessible manner to support accountability and continuity (see Section 4.1 and Section 4.4).

Volunteer
An individual who contributes to Division activities through participation in communities, working groups, or programs (see Section 4.2.3).

Voting Member
A member of the Executive Committee who has the authority to participate in formal votes and decision-making processes (see Section 6.3).

Working Group / Subcommittee
A focused group established to support specific initiatives or activities, operating under the oversight of the Executive Committee or a Technical Community (see Section 2.2.3 and Section 4.5).

11.2 Organizational Structure Examples
Illustrative examples of Division, technical committee, non-technical committee, and task force structures.



11.3 Strategic Plan Template

Template for developing Division strategic plans.

11.4 Division Health Metrics Framework

Guidance on tracking and reporting Division performance.

11.5 Conference Health Metrics Framework

Metrics specific to conference performance.

11.6 Volunteer Recruitment Process

Recommended process for recruiting and onboarding volunteers.

11.7 Formation of New Technical Communities

Criteria and procedures for establishing new technical areas within the Division.