



# **Procedure Professionals Association**

## Procedure Professionals Association Principles of Operation

Revision 7  
July, 2016

## SUMMARY OF CHANGES

1. Revision to reflect new position of Director of DOE Affairs.
2. Minor format changes

## **1.0 MISSION**

The Mission of the Procedure Professionals Association (PPA) is to function as a non-profit organization developing and exchanging technical information on the design, development, implementation, and use of procedures to increase reliability, improve performance, and ensures safe and efficient facility operation.

## **2.0 MEMBERSHIP**

PPA shall be a non-profit organization directing activities through a membership elected Management Organization.

### **2.1. Membership Requirements**

1. An individual representing a corporation (generating plant or corporate office) that is engaged in the generation of process steam or electricity is eligible to be a member of PPA. These utilities shall have an operating license or construction permit for a nuclear or fossil power facility.
2. An individual representing an entity engaged in the research, production or testing of energy related components, systems and processes is eligible to be a member of PPA.
3. An individual representing the U.S. Department of Energy (DOE) is eligible to be a member of PPA.
4. Membership is granted by payment of the annual conference fee or in-lieu fee described in Section 6.
5. All members may be requested to provide technical information, as necessary, in response to generic efforts by PPA.

### **2.2. Associate Membership Requirements**

1. Any individual not representing a utility but still having a legitimate interest in the development or implementation of procedures may be an Associate Member of PPA. Typical Associate Members include contractors, training and staffing companies, process improvement and project management consultants, and software vendors.
2. Membership is granted by payment of the annual conference fee or in-lieu fee described in Section 6.
3. Associate Members shall refrain from direct marketing related activities during the conduct of general sessions and activities outside of vendor exhibits and hospitality periods.

### 2.3. Administration of Memberships

1. A roster shall be established and maintained that identifies the membership. This roster shall also identify the associate members.
2. Guest participants or speakers may attend meetings at the discretion of the Steering Committee. Meeting attendance fees are expected if guest participant or speaker attend meeting sessions outside of his or her presentation.

## 3.0 **MANAGEMENT ORGANIZATION**

The PPA management organization consists of an Executive Committee and a Steering Committee.

### 3.1. General Requirements

1. The number of utility company members from the same utility on either committee shall be at the discretion of the Executive Committee. Utilities having more than one member on the Steering or Executive Committee shall designate a primary and alternate member who shall have voting privileges for the committee as outlined in Section 3.3.

### 3.2. Executive Committee

1. The Executive Committee is comprised of the following positions:
  - a. Chair
  - b. Vice Chair
  - c. Director, Annual Conferences
  - d. Director, Projects
  - e. Secretary/Treasurer
  - f. Director, DOE Affairs
2. Executive Committee members, are nominated and elected (other than the Director of DOE Affairs which is appointed) by the Association's Steering Committee, serve three year terms, and may serve any number of consecutive terms.
3. All members of the Executive Committee (other than the Director of DOE Affairs) shall be utility members.

4. The Director, DOE Affairs shall be a civil service employee within the Department of Energy (DOE) branch of government. Appointment to this position is granted by the Chair and must be approved by a majority of the Executive Committee.
5. Executive Committee members are included in the Steering Committee membership.

### 3.3. Steering Committee

1. The Steering Committee shall consist of the following:
  - a. The Executive Committee members defined in Section 3.2
  - b. Five utility members that are nominated and elected per Section 3.4
  - c. Any number of Associate Members that are appointed by the PPA Chair per Section 4.1
2. Utility Steering Committee members that are not members of the Executive Committee shall serve a term of three years and may serve any number of consecutive terms.
3. Associate Members may be appointed to the Steering Committee to provide specific expertise not available within the current committee makeup.
  - a. Up to three Associate members who represent laboratories, research facilities, industrial facilities, or nuclear fuel processing facilities may be designated by the PPA Chair as voting members of the Steering Committee. All other Associate members shall be non-voting members of the Steering Committee.
  - b. There are no term limits for Associate Members.
  - c. The PPA Chair may change the composition of the Associate Member staff at any time in order that PPA business needs are met.
4. The following Steering Committee members shall be voting members:
  - a. Executive Committee members
  - b. Utility Steering Committee Members
  - c. Up to three Associate members described in part 3.3.3 above.

5. A quorum of Steering Committee members must be present to bring a matter to a vote.
  - a. A quorum is defined as six members of the Steering Committee, of which two are members of the Executive Committee, of which one of these two is the Chair or Vice Chair.
  - b. Any matter brought to a vote will be determined by the majority of the voters.
6. At the conclusion of their terms, the Chair and Vice Chair will remain as Ex Officio Steering Committee members in the capacity for a single two year term.

### 3.4. Election Process

1. A call for nominations for Steering Committee openings will be held during the Annual Conference and collected by the Executive Committee. All nominees shall be utility members.
2. Membership in PPA allows full voting privileges for the purposes of this section.
3. Within thirty (30) days and no later than ninety (90) days, ballots will be electronically sent to each voting member as directed by the Executive Committee.
  - a. At a minimum each ballot will consist of the nominee's place of employment and current position.
4. Each voting member will have fourteen (14) days to electronically return their ballots to the Executive Committee Representative listed on the ballot. The election is closed after the fourteen (14) day period.
5. The nominee with the majority of votes for the position nominated for will be declared the winner of the election for that position. In the event of a tie, the Steering Committee will cast the tie breaking vote.
6. Results of the election will be posted on the PPA web page as soon as reasonably possible after the election period has closed.
7. To ensure continuity of the Associations' management and projects, it is desired that no more than one-third of the steering committee seats be up for election during any calendar year. To achieve this desired turnover rate, steering committee member terms may be extended by a period of one year if voted by a quorum of the steering committee.

8. The term of an elected committee member shall begin upon receipt of the election results.
9. Any vacancy occurring in the Management Organization prior to the completion of the term of the member shall be addressed by the Executive Committee.

#### **4.0 DUTIES AND RESPONSIBILITIES**

##### **4.1. Executive Committee**

1. The Executive Committee has overall responsibility for the administration and management of PPA including the approval of all fiduciary matters.
2. Specific responsibilities of the Chair are:
  - a. Schedule and notify the Executive Committee members and the Steering Committee members of the time and place of the meetings.
  - b. Preside at Executive Committee and Steering Committee meetings.
  - c. Develop an agenda for Executive Committee and Steering Committee meetings.
  - d. Function as the Association spokesperson during meetings with other organizations. The Chair may delegate this responsibility for certain issues to committee members.
  - e. Issue under the signature of the Chair, all official correspondence representing PPA.
  - f. Facilitate communications between the committees, and the Association membership as applicable.
  - g. Appointment of Associate Member(s) to the Steering Committee.
3. Specific responsibilities of the Vice Chair are:
  - a. Perform the duties of the Chair in his or her absence.
  - b. Maintain and track open action items of the Executive Committee and the Steering Committee.

4. Specific responsibilities of the Director, Annual Conference are:
  - a. Preside at the Annual Conference planning session.
  - b. Develop and maintain all revisions to the Annual Conference agenda.
  - c. Conduct Steering Committee meetings specific to the development of the Annual Conference.
  - d. Coordinate with the Steering Committee on logistics and all elements of support for the Annual Conference.
  - e. Coordinate business relations and contract management responsibilities in support of the Annual Conference.
  - f. Notify the membership and associate membership no later than sixty (60) days prior to the Annual Conference. The notice should include a tentative agenda for the conference.
  - g. Coordinate the Annual Conference feedback survey and develop an Annual Conference critique report for the Executive Committee and Steering Committee's review.
  
5. Specific responsibilities of the Director, Projects are:
  - a. Manage the Association's projects as determined by the Executive Committee.
  - b. Select project team members based on skills and expertise to ensure success of the desired outcome.
  - c. Conduct project meetings.
  - d. Communicate project status with the Executive Committee.
  - e. Present project results or project status to the Association at the Annual Conference.
  - f. Management of the association's web site.
  
6. Specific responsibilities of the Secretary/Treasurer are:
  - a. Act as the Associations Treasurer, maintaining responsibility for all accounting and financial activities.
  - b. Ensure that accurate minutes of the proceedings of all Executive Committee and Steering Committee meetings are taken, recorded, and distributed.
  - c. Maintain a file of all Association correspondence



7. Specific responsibilities of the Director, DOE Affairs are:
  - a. Provide a direct line of communications between the DOE and the Steering Committee.
  - b. Work with the Director of Projects to select and implement projects that would be specific to the DOE and its Contractors.
  - c. Select project team members based on skills and expertise to ensure success of the desired outcome.
  - d. Conduct project meetings specific to the DOE and its Contractors.
  - e. Communicate DOE related project status to the Executive Committee.
  - f. Present project results or project status to the Association at the Annual Conference.

#### 4.2. Steering Committee

1. The Steering Committee has overall responsibility for providing resources to support the functions of the Association as identified by the Executive Committee.
2. Specific responsibilities of the Steering Committee members are:
  - a. Review and/or recommend issues to be presented to the Association.
  - b. Authorize contracting with outside agencies.
  - c. Establish the meeting fee, if required, and coordinate accounting of such fees with the Director, Annual Conference.
  - d. Establish projects for specific issues.
  - e. Recommend policies for the Association and any revisions to such policies.
  - f. Approve the findings, by majority vote, of project recommendations and other Association activities.

#### 4.3. Membership

3. The membership of the Association has responsibility to support excellence in procedure development and use.
4. Specific responsibilities of the membership are:
  - a. Actively participate in Association activities, as permitted by the individual's workload.
  - b. Vote on recommended actions.
  - c. Provide technical information as outlined under Membership Requirements.

### 5.0 **MEETINGS**

#### 5.1. Executive Committee Meetings

1. The Executive Committee will meet periodically as required for the purpose of conducting overall Association business.
  - a. An Executive Committee meeting shall be scheduled prior to the commencement of the Annual Conference at the conference's location.
  - b. An Executive Committee meeting shall be scheduled after the closing of the Annual Conference at the conference's location.

#### 5.2. Steering Committee Meetings

1. The Steering Committee will meet periodically as required for the purpose of conducting the responsibilities of the committee as delineated in Section 4.2.
  - a. There will be a scheduled Steering Committee meeting, preferably at the location of the upcoming years Annual Conference, for the purpose of supporting the planning of the Annual Conference's agenda.
  - b. Additional Annual Conference planning meetings will be scheduled at the discretion of the Director, Annual Conference.
  - c. There will be a Steering Committee meeting scheduled prior to the commencement of the Annual Conference preferably at the conference location.
  - d. There will be a Steering Committee meeting scheduled after the closing of the Annual Conference at the conference location

### 5.3. Membership Meeting Including Associate Members

1. The Annual Conference is the designated membership meeting.
2. Notice of the Annual Conference should be sent to the membership and associate membership no later than sixty (60) days prior to the conference. The notice should include a tentative agenda for the conference.

## 6.0 **FUNDING REQUIREMENTS**

- 6.1. At no time shall a Member or Associate Member be required to participate in funding requirements beyond the Annual Conference fee or in-lieu fee, as a requirement for membership.
- 6.2. A two year membership in the Procedure Professionals Association is granted upon receipt of the Annual Conference fee.
- 6.3. If membership is requested in lieu of the conference fee it shall be obtained by a payment of \$450.00 (U.S. currency) to the Procedure Professional Association. This fee will be subtracted from the annual conference fee if the individual later requests to attend the annual conference. Such offer is valid for only the next annual conference occurring within 12 months of receipt of payment.
- 6.4. Annual Conference fees shall normally cover expenses incurred for reproduction and correspondence.
- 6.5. Expenses incurred for reproduction and postage of other correspondence or documents shall be at the expense of the initiator(s).
- 6.6. In the event that PPA activities go beyond normal appropriated funds, the Steering Committee shall determine the need for additional funding and the methods to be utilized to satisfy the requirement subject to approval by the Executive Committee. Under no circumstances shall the Executive Committee or Steering Committee be held personally liable for funding issues.
- 6.7. PPA shall not receive or disburse funds without approval of two Executive Committee members, one of which is the Chair or Vice-Chair.
- 6.8. All receipts and disbursements shall be routed through the Utilities Service Alliance as it is the designated non-profit organization for tax reporting purposes.

## **7.0 TECHNICAL POSITIONS**

- 7.1. Position statements issued by PPA are not to be considered binding on the member companies or associate member companies and do not necessarily represent the position of member and/or associate companies. Under no circumstances shall positions adopted by PPA be interpreted or considered to be commitments by member and/or associate companies toward any course of action.
- 7.2. If a PPA representative feels that the Association position lacks merit, or an alternate position needs to be presented, alternate positions will be acknowledged by the Steering Committee and provided with the issuance of the Association position, upon written request of the presenter.
- 7.3. The Director, Projects shall present reports or position statements to the Steering Committee. If a Steering Committee member feels that the position lacks merit, or that an alternative position should be presented, the alternate position shall be acknowledged by the Director, Projects and addressed by the project team.

## **8.0 CHANGES TO APPROVED PPA DOCUMENTS**

- 8.1. Requests for changes to approved PPA documents, such as the Principles of Operation, shall be presented to the Executive Committee.
- 8.2. Changes to approved PPA documents shall be approved by majority vote by the members of the Steering Committee.

APPROVED: BRUCE MILLS  
Chair, PPA

Date 7-27-2016