AGMA Information Sheet

Operating Instructions for AGMA Committee Chairpersons and Vice Chairpersons
American Gear Manufacturers Association

Operating Instructions for AGMA Committee Chairpersons and Vice Chairpersons
AGMA 999-A20

CAUTION NOTICE: AGMA technical publications are subject to constant improvement, revision or withdrawal as dictated by experience. Any person who refers to any AGMA Technical Publication should be sure that the publication is the latest available from the Association on the subject matter.

[Tables or other self-supporting sections may be referenced. Citations should read: See ANSI/AGMA 999-A20, Operating Instructions for AGMA Committee Chairpersons and Vice Chairpersons, published by the American Gear Manufacturers Association, 1001 N. Fairfax Street, Suite 500, Alexandria, Virginia 22314, http://www.agma.org.]

Approved February 21, 2020

ABSTRACT

The AGMA Technical Division developed this manual to assist AGMA technical committee chairpersons and vice chairpersons in the efficient administration of their respective committees. In addition, the document contains general information useful to members of the technical committees.

Published by

American Gear Manufacturers Association
1001 N. Fairfax Street, Suite 500, Alexandria, Virginia 22314

Copyright © 2020 by American Gear Manufacturers Association
All rights reserved.

No part of this publication may be reproduced in any form, in an electronic retrieval system or otherwise, without prior written permission of the publisher.

Printed in the United States of America

## Contents

1. Scope
2. Normative References
   - 2.1 AGMA policy and practice guide
   - 2.2 Style manual
   - 2.3 Antitrust meeting policy
3. Committee structure and operation
   - 3.1 General
   - 3.2 TDEC liaison
   - 3.3 Chairperson
   - 3.4 Chairperson’s term
   - 3.5 Vice-chairperson
   - 3.6 Committee members
     - 3.6.1 Active member
     - 3.6.2 Observer member
     - 3.6.3 Non-AGMA member
   - 3.7 Meetings
     - 3.7.1 Face-to-face meeting
     - 3.7.2 Virtual meeting
     - 3.7.3 Who may attend
     - 3.7.4 Determining quorum
     - 3.7.5 Meeting location
     - 3.7.6 Meeting agenda
     - 3.7.7 Meeting minutes
     - 3.7.8 Meeting outline
     - 3.7.9 Motions and votes
4. Document development
   - 4.1 Document types
   - 4.2 New projects
   - 4.3 Metrication
   - 4.4 Scope of documents
   - 4.5 Definitions
   - 4.6 Commenting and balloting
   - 4.7 Comment review and resolution
   - 4.8 Standard language
   - 4.9 Technical accuracy of standards and information sheets
   - 4.10 Permanent records
5. Adopting ISO standards
6. Speaking on behalf of AGMA
Annexes
Annex A (informative) Checklist for Standards Development ................................................................. 15
Annex B (informative) Technical Division Executive Committee Organization ........................................ 17
Annex C (informative) American Gear Manufacturers Association Antitrust Meeting Policy .................. 18
Annex D (informative) Agenda Template ................................................................................................ 20
Annex E (informative) Meeting Minutes Template .................................................................................. 21
Annex F (informative) Committee Project Proposal Form ...................................................................... 22
Annex G (informative) Bibliography ........................................................................................................ 23
Foreword

[The foreword, footnotes and annexes, if any, in this document are provided for informational purposes only and are not to be construed as a part of AGMA 999-A20, Operating Instructions for AGMA Committee Chairpersons and Vice Chairpersons.]

The first edition of this document was dated October 2014. A revision was created dated February 2015. The February 2015 revision updated the document to conform to the AGMA Policy and Practice Guide, which was approved by the Board of Directors in July of 2014. Changes found in the February 2015 revision include:

- Definition and description and differences between face-to-face and virtual meetings;
- Guidelines for selecting meeting locations for face-to-face meetings, including a list of approved locations;
- Clarification has been added to the definitions of Active and Observer members.

A revision was created dated May 2017. Changes found in the May 2017 revision include:

- Clarification has been added to the roles and responsibilities of all committee members.
- Emphasis on the importance of responding to committee comments and General Ballots has been added.
- Addition of the AGMA Antitrust Meeting Policy.
- Introduction of a term limit for chairpersons.

The AGMA 999-A20 edition is the first edition to be designated an Information Sheet. In addition to all the formatting changes required in updating to an information sheet, changes in this revision include:

- Global replacement of word chairman with chairperson;
- Reorganized clauses;
- Added Committee Project Proposal Form as an Annex;
- Added information on motions and votes.

Suggestions for improvement of this standard will be welcome. They may be submitted to tech@AGMA.org.
PERSONNEL of the AGMA Technical Division Executive Committee

Chairperson: Todd Praneis .................................. Cotta Transmission

ACTIVE MEMBERS

M. D’Arduini.......................................................... The Gleason Works
M. He................................................................. Scot Forge
J. Daubert........................................................... FLSmidth Inc.
F. Uherek............................................................ Rexnord Gear
T. Schatzka ......................................................... Rexnord Innovation Center
W. Weber ............................................................ Siemens Industry Inc.
American Gear Manufacturers Association –

Operating Instructions for AGMA Committee Chairpersons and Vice Chairpersons

1 Scope
The AGMA Technical Division developed this information sheet to assist AGMA technical committee chairpersons and vice chairpersons in the efficient administration of their respective committees. In addition, the document contains general information useful to members of the technical committees. Some of the information found in this information sheet can also be found in the AGMA Policy and Practice Guide (P&PG) and in the Style Manual, AGMA 900. This manual is provided as a supplement to the P&PG and AGMA 900. It is not intended to replace either the P&PG or AGMA 900.

2 Normative References
2.1 AGMA policy and practice guide
Guidelines on the overall operation of the AGMA Technical Division and all the Technical Committees are covered in Sections 5, 7, and 8 of the AGMA Policy & Practice Guide. The following topics are included in the aforementioned sections:

5-1 Calling and Conducting Meetings
Details concerning the announcement and orderly conduct of meetings, what constitutes a quorum, a sample agenda, and sample minutes. Also discussed are virtual meetings.

7-1 Technical Division
Organization of the Technical Division, membership of technical committees (active and observer), and responsibility of committee chairpersons and vice chairpersons.

7-2 Technical Committee Procedures for Writing Standards
Responsibility for standards, technical committee procedures, committee comment and resolution, balloting, reaffirmation, revision or withdrawal, errata, appeals, minutes, and records.

7-3 Procedure for Metrication of Standards
AGMA Metric Policy, types of metric standards, responsibilities of technical committees for metrication, and procedures for metrication of standards.

7-4 Interpretation of Standards
Preventing misinterpretations. Procedure for answering requests for interpretation of standards. Chairperson’s responsibility in the process.

7-5 Technical Committee Procedures for Writing Information Sheets
Procedures concerning origin, development, committee comment, and TDEC approval of information sheets, as well as their reaffirmation, revision, or withdrawal.

7-8 Technical Committee Procedures for the Adoption of ISO Standards as an ANSI/AGMA Standard
Procedures which include identification of candidate standards, proposal to the TDEC, and balloting.

8-4 AGMA Publications
General information on types of AGMA publications and their development.

2.2 Style manual
AGMA 900 Style Manual for the Preparation of Standards, Information Sheets, and Technical Publications, is the style manual to be used for the preparation of all AGMA standards and information sheets. It contains valuable information concerning what elements should be included in each publication,
as well as format, proofreading, symbols, and nomenclature. Also included are a checklist for committee editors, a sample cover page, a copyright page with abstract, a foreword page, and a table of contents.

2.3 Antitrust meeting policy
Trade associations, due to their very nature, are particularly sensitive to antitrust violations. This is because, in bringing competitors together into an association, one element of a possible antitrust violation may already be present, a combination of competitors. To minimize the possibility of antitrust issues at association gatherings, AGMA has published a set of guidelines that should be followed at all meetings of the Board of Directors and technical committees, as well as all association sponsored conventions, trade shows, training seminars, conferences, and task force and working group sessions. See Annex C.

3 Committee structure and operation

3.1 General
Technical committees are composed of industry experts who are interested in the work of the committee. Each technical committee is responsible for a specific area of expertise. Technical committees are established by the Technical Division Executive Committee, TDEC, and approved by the Board of Directors.

Committee membership is reserved for representatives of AGMA member companies in good standing. Only in special circumstances is a non-member waiver allowed, see clause 3.6.3. Interested individuals should submit an official membership request to the Vice President of the Technical Division directly or through their employer’s AGMA Technical Representative.

Each committee has the following member types:

- TDEC liaison;
- chairperson;
- vice-chairperson;
- committee members
  - active members;
  - observer members
  - non-AGMA members.

3.2 TDEC liaison
Each technical committee is assigned a TDEC liaison. The TDEC liaison acts as liaison between the committee and the TDEC. They help the chairperson recruit committee members, evaluate new projects, and prepare proposals to the TDEC. They also submit progress reports to the TDEC, including any committee issues requiring assistance from the TDEC. See Attachment B for the current listing of TDEC members and their liaison responsibilities.

3.3 Chairperson
A chairperson and vice chairperson will be elected by the committee members from the roster of active members of the committee. The results of the election will be submitted to the TDEC for final approval. The Chairperson has the following responsibilities:

- Act in a purely neutral capacity, divesting themselves from taking a position on matters before the committee
- Only when the committee deadlocks on a motion, the chairperson is able to vote to break the tie otherwise they have no voting rights;
- Counts as an active member in determining if a quorum is present.
- Ensure that the policy and strategic decisions of the TDEC are implemented in the committee;
- Ensure at meetings that all points of view are given adequate time and consideration;
- Ensure that all decisions are clearly formulated and made available in written form by the secretary for confirmation during the meeting;
– Communicate with TDEC liaison any issues they wish to call to the attention of the TDEC;
– Develop responses to Requests for Interpretations directed at the committee’s standards;
– Recruit new committee members;
– Develop priorities and time schedules for committee work;
– Evaluate new projects;
– Collaborate with AGMA staff liaison on periodical review of the committee roster and re-
assignment of members’ status per their attendance & participation records as stated in clause 3.6.1;
– Ensure that all committee members have a copy of this manual. All new members will receive
a copy from AGMA upon membership to the committee;
– Coordinate activities with other committees developing technical information common to both
committees;
– Coordinate ISO TAG responsibilities within their committee.

3.4 Chairperson’s term
A chairperson’s term ends at the conclusion of the project, or 48 months (4 years) after first appointment,
whichever comes first. A chairperson may be reappointed per consent by the committee members
obtained through anonymous voting, typically through emails to AGMA Liaison, or if there are no other
volunteers. The appointment, or reappointment, of a chairperson is approved by the TDEC.

3.5 Vice-chairperson
The vice-chairperson acts for the chairperson in their absence. Selection and term will be similar to that of
the chairpersons.

3.6 Committee members
Committee members have either active or observer status. Member status will be reviewed by AGMA
staff yearly and the prior year’s performance will determine the following year’s status. By request of the
committee chairperson a member’s status may be reviewed and adjusted prior to the yearly review.

3.6.1 Active member
Since companies, and not individuals, are members of AGMA, all employees of a company that is an
active member are considered active members. If multiple employees from the same company are in
attendance at the same meeting, the group only counts as one member when determining a vote or
quorum. Only active members will be considered in determining a quorum and have a vote on committee
activities (P&PG 7-1, 2.4). Only individuals of active member companies that participated in the
development of an AGMA publication will be acknowledged on the list of active committee members for
that publication.

An active member is determined by the following criteria:
– attends 75% of scheduled meetings per calendar year;
  o Active members who miss 50% of scheduled meetings in a calendar year will be
    reclassified as an observer member for the following year;
– responds to all Committee Comment and General Ballots conducted by the committee.
  Abstention is considered an acceptable response, whereas a failure to reply is not
    acceptable;
– progressively demonstrates a willingness to accept and perform committee tasks;
– An active member has the following responsibilities:
  o participates actively in the work of the committee through attendance at, and
    contributions to, meetings;
  o votes on all formally submitted questions;
  o responds to all Committee Comment and General Ballots. An active member who fails to
    respond to a General Ballot conducted by the respective committee will be re-designated
    as an observer member;
3.6.2 Observer member

All new committee members start as an observer member. An observer member is not a voting member, in regard to actions taken during committee meetings, but may participate in all other committee activities. Similar to active members, observer members will have access to committee documents through the committee’s online portal.

An observer member is required to respond to all Committee Comment and General Ballots. Abstention is considered an acceptable response, whereas a failure to reply is not acceptable.

Based on attendance and contribution levels, an observer member may submit, to the committee chairperson, a request for their status to be changed from observer to active. The committee chairperson will inform AGMA staff of the change.

3.6.3 Non-AGMA member

A committee chairperson may apply to the TDEC for a waiver to allow participation by a non-member contributor. The application states the contribution and expertise that would be added to the committee, which may not otherwise be available from a member. All issued waivers are reviewed for renewal yearly. The committee chairperson and TDEC should consider all qualified members before granting an exception or renewal. The TDEC annually submits the recommended list of waivers for final approval by the Board of Directors.

Non-AGMA members are further classified as active or observer members with the same requirements as above. Waivers should not be renewed for non-AGMA members who fail to meet active status during a year.

3.7 Meetings

The meeting is attended by the committee chairperson, or vice chairperson, and an AGMA liaison. AGMA staff will distribute all communications about the meeting to all committee members, active and observer, as well as other approved parties that have indicated an interest in the activities of the committee. The meeting type can be classified in one of two categories: face-to-face or virtual.

3.7.1 Face-to-face meeting

A face-to-face meeting can be held at AGMA offices, a member’s facility, or at one of the approved locations as defined in clause 3.7.5.

3.7.2 Virtual meeting

A virtual meeting is held through an internet meeting provider. The meeting agenda will include all applicable details such as phone numbers, URLs, and meeting codes to the committee members. The AGMA liaison will also be responsible for starting each virtual meeting no less than five (5) minutes prior to the scheduled start time.

3.7.3 Who may attend

Any AGMA member interested in the work of an AGMA technical committee may attend and participate in its meetings. As noted in 2.1, only active members have the right to vote on actions taken during the meeting. In accordance with P&PG 7-1, a committee chairperson may invite non-AGMA parties to attend a meeting subject to approval of a waiver from the TDEC.

3.7.4 Determining quorum

Only active members of the committee and the chairperson will be counted when establishing quorum. A simple majority, or five persons, whichever is fewer, constitutes a quorum. For purposes of establishing a quorum, only one representative of each company, proprietorship, partnership, corporation, or other functional interest areas is counted. The goal is diversification, equitable voting, and a lack of dominance (P&PG 5-1, 2.4).

Meetings without a quorum should be canceled and rescheduled. Under unusual circumstances, a meeting may be held without a quorum, but any action taken will not be the official action of the committee unless subsequently approved at a meeting with a quorum (P&PG 5-1, 2.4.1).
3.7.5 Meeting location

The following metropolitan locations have been approved by the TDEC for face to face meetings of technical committees:

- Alexandria, VA (AGMA Virginia office);
- Chicago IL (AGMA Chicago office or other);
- Orlando, FL;
- Denver, CO;
- Atlanta, GA;
- Hartford, CT;
- Indianapolis, IN.

Committee meetings may be held at locations other than those listed above if invited / hosted by a committee member at their respective facilities. Requests to hold a committee meeting at a location not on the approved list, or not at a member’s facility, will be reviewed on a case-by-case basis by AGMA staff.

3.7.6 Meeting agenda

The committee chairperson or vice chairperson will prepare and forward to the AGMA staff liaison, the draft of the meeting agenda using the template from the AGMA portal, example shown in Attachment D. To provide adequate notice to potential participants, the meeting agenda should be distributed to committee members at least thirty (30) days prior to the scheduled meeting date for face-to-face meetings, and at least fourteen (14) days prior for virtual meetings. For committees with ISO TAG responsibility, the agenda allocates time for discussion and action on ISO related matters.

Tabulated comments, from Committee Comment or General Ballot, are circulated to the committee members and persons who commented at least two weeks prior to the meeting.

3.7.7 Meeting minutes

Meeting minutes are prepared using the template from the AGMA portal, example shown in Attachment E. The minutes of the meeting records all participants, the topics under consideration, an outline of the contents of the discussion, and the committee’s conclusion on the matter. They should state the contents of motion, who made the motion, who seconded it, and what the outcome was, including, if not unanimous, the number voting in favor, the number opposed, and the number abstaining.

The meeting secretary submits the minutes to AGMA Staff for formatting and distribute them to the committee chair for review and comments as soon as possible, but no later than seven (7) days after the meeting date. The committee chair reviews, edits as needed, and forward the draft to AGMA for distribution within three (3) days after receiving it from AGMA Staff.

3.7.8 Meeting outline

A meeting date should be planned at a time and location that encourages the highest possible level of attendance of all interested parties. All AGMA meetings are to be conducted according to Roberts’ “Rules of Order.”

- AGMA liaison will record attendance at the meeting.
- At the start of each meeting, the chairperson appoints a secretary, from a rotating list of the committee participants, to record the minutes of the meeting. The chairperson should avoid being the meeting secretary.
- The chairperson is responsible for informing those present at the meeting of their eligibility to attend, vote, and be recognized during the meeting.
- The chairperson inquires if there are any changes to the agenda, if not the chair approves the agenda without committee vote.
- Minutes from the most recent committee meeting need to be reviewed and approved with a motion and vote by the committee.
- The meeting should include discussions and actions developing from the items listed on the agenda.
– The chairperson will summarize action items at the end of the meeting for inclusion into the meeting minutes.
– The chairperson with the assistance of the AGMA liaison will determine when the next meeting of the committee should occur in light of the action items above (e.g., committee comment and general ballot resolutions have fixed time requirements.
– The chairperson will then adjourn the meeting when time has expired or no further discussion can occur.

3.7.9 Motions and votes
At any point when consensus on a substantive discussion cannot be reached, the chairperson should request a motion be made to resolve the committee's direction. A committee member should make a formal motion, seconded by another committee member, for the committee to take a specific action or adopt a specific resolution. Motions not seconded will be considered rejected by the committee. Valid member votes on a motion are: approve, oppose, or abstain. Unless the votes are unanimous, the AGMA liaison will record each member's vote to be included in the meeting minutes.

The following motions require approval by at least 75% of the votes cast by those present and eligible to vote:
– Approval to launch a Committee Review and Comment for a document;
– Approval to launch a General Ballot for a document;
– Acceptance of comments, rejection of comments, or changes to the draft during the General Ballot comment resolution;
– Approval to publish a new or revised standard after all General Ballot comments have been resolved;
– Approval to reaffirm an existing standard after all General Ballot comments have been resolved.

All other motions require approval by a simple majority of those present and eligible to vote. When the committee deadlocks on a motion, the chairperson votes to break the tie.

4 Document development

4.1 Document types
AGMA technical committee publications are classified as either standards, or information sheets. Although similar, information sheets and standards have different criteria to meet before being approved for publication. Information sheets often contain material that is still being tested and has yet to be fully examined by the industry, whereas materials contained in the standards are examined and verified by industry experts.

An information sheet requires only approval of the technical committee that developed the document and approval from the TDEC to publish it. To designate a document as a standard, at the completion of the committee comment stage, the committee votes to recommend to the TDEC that its draft be balloted as an American National Standard. To become an American National Standard, a draft shall go through the American National Standards Institute (ANSI) balloting process in addition to the AGMA general balloting process.

Once all required steps are completed, the proposed standard will be registered with ANSI and will be published with the designation ANSI/AGMA ####-AYY. In the designation, the four digit “####,” 1000 to 9999, classifies the category of the standard, rating, application, etc., the letter, A to Z, identifies the revision level, A being the first revision, and the “YY” is the publication year. Information sheets have the designation AGMA ###-AYY. The differences in designations are that they do not start with “ANSI” and have three digit designations instead of four.

All AGMA publications have a five-year life span, after which they are required to be either, reaffirmed, revised, or withdrawn.

4.2 New projects
Regardless of the designation, standard or information sheet, the process to develop a new, or revise an old, document starts with a written request from the committee to the TDEC for approval of the project.
The request to the TDEC for a new project identifies the need for the document, list the stakeholders willing to support the development of the document, an outline for the document’s development, and timeline for the completion of the document. An example project proposal form is shown in Annex F. The committee liaison to the TDEC is responsible for presenting the proposal to the TDEC for review and approval. See P&PG 7-2, 2.1.2.

Once the project is approved by the TDEC, the committee will begin work by first selecting an editor for the new document; see P&PG 7-2, 2.1.2. The committee editor and the committee chairperson will maintain the “working draft” of the new document from the beginning of the project until the committee comment stage. The committee editor should follow the guidelines outlined in AGMA 900 and preserve graphical submissions (such as graphics, figures, and photographs) in native format for publication. At the completion of the working draft stage the document will be handed over to AGMA staff for the preparation of the committee comment draft. See Attachment A for a checklist of standards development tasks.

4.3 Metrication

All new standards and information sheets are developed as hard metric with an optional U.S. nonmetric standard. The metric document is prepared in accordance with P&PG 7-3 and AGMA 904, Metric Usage [1]. It is suggested that the committee work on one document, preferably metric, and create the alternative document prior to general ballot. This keeps the documents in sync until final resolution.

4.4 Scope of documents

Any change or addition which a committee wishes to make to the scope of a document is presented to the TDEC for approval.

4.5 Definitions

The document is reviewed for special terms that would need to be defined for the user to understand the intended use of the document. Terms already defined in ANSI/AGMA 1012 [2] or other referenced AGMA documents do not need to be included in the definitions. Common industry terms do not need to be defined. Avoid using a definition that conflicts with other standard’s use of the term.

4.6 Commenting and balloting

Prior to being approved for publication, all AGMA documents will be submitted for Committee Review & Comment. Following review and resolution of comments received during the Committee Review and Comment period and depending on whether the new document is an information sheet or a standard, the committee may request approval from the TDEC to publish the document, or request approval from the TDEC to proceed to General Ballot. The length of time that a document will be available for commenting is no less than 30 days for the Committee Comment period, and 60 days for the General Ballot period.

4.7 Comment review and resolution

The minutes of any meeting where comments are reviewed and resolved, whether committee comment or general ballot, lists each comment by its number along with the final action taken by the committee; e.g. accepted, accepted with modification, rejected, or withdrawn. If the commenter or their firm is not represented at the meeting to review a specific non editorial comment, that comment should be tabled until the next meeting of the committee. The secretary will note in the minutes that this comment has been tabled for one meeting to allow for attendance by the commenter. At the next meeting regardless, of the presence or absence of the commenter, the committee will resolve the comment. Each comment submitted is considered by the committee and requires a consensus among the committee to wholly accept the comment, accept the comment with modification, or reject the comment. The consensus for the action to take on each comment can be determined through an informal verbal agreement among the committee members present, or through a formal process of a committee member making a motion to take a specific action based on the comment. If rejected, a statement appears in the minutes describing the committee’s action and its reasoning. The commenter has the right to appeal the committee’s actions based on the processes outlined in the P&PG 7-2, clause 4.

For general ballot comments, “acceptance of comments, rejections of comments, and changes to the draft standard shall be approved by at least 75 percent of the votes cast by those present and eligible to vote” (P&PG 7-2, 2.3.6 and 7-5, 2.2.4). “Abstention is not counted as a vote.”

For each comment the committee determines whether it is substantive or non-substantive. A substantive change is one which directly and materially affects the use of the standard; see P&PG 7-2, 2.3.7. A non-substantive change is considered editorial or clarification. If a substantive change is accepted by the
committee, it is required to ballot the document, or portion thereof, again. This applies for both committee comment and general ballot drafts.

After the committee has concluded its review and resolution of all comments, one of two motions for the disposition of the draft is required:

- If the committee determines that its actions have NOT resulted in a SUBSTANTIVE change to the proposed standard, the following motion is made, voted on, and recorded in the meeting minutes:

  After review and resolution of all comments received and noting that no substantive changes were made to the draft, the committee requests approval from the TDEC to submit the draft for General Ballot.

  In the case of an information sheet, the committee will request approval from the TDEC to publish the draft.

- If the committee determines that its action has resulted in SUBSTANTIVE changes to the draft, a motion for a new round of commenting is made.

4.8 Standard language

It is very important that AGMA standards, particularly rating standards, contain language in the Foreword and Scope which indicate to the user that considerable knowledge and experience are necessary to apply the procedures and calculations in the standard. The following statements should be considered for use in other standards.

FOREWORD: The formulas presented in this standard contain numerous terms whose individual values can vary significantly depending on application, system effects, accuracy, and manufacturing method. Proper evaluation of these terms is essential for realistic rating. The knowledge and judgment required to evaluate properly the various rating factors come primarily from years of accumulated experience in designing, testing, manufacturing, and operating similar gear units. The detailed treatment of the general rating formulas for specific product applications should only be accomplished by those experienced in the field.

The Foreword includes a “clear, accurate, and easy to follow” outline of all successive revisions to the document, listing all changes incorporated into each revision.

The SCOPE outlines when someone should use the document.

SCOPE: This standard provides a method by which different gear designs can be compared. It is not intended to assure performance of assembled gear drive systems. It is intended for use by the experienced gear designer capable of selecting reasonable values for the factors, based on his knowledge of performance of similar designs and the effects of such items as lubrication, deflection, manufacturing tolerances, metallurgy, residual stress, and system dynamics. It is not intended for use by the engineering public at large.

In addition, where applicable, the Scope clearly states all “inclusions” and “exclusions.”

Furthermore, the following statement concerning implied accuracy needs to be present in all standards and information sheets containing formulas and curve fits.

IMPLIED ACCURACY: Where empirical values for rating factors are given by curves, curve fitting equations are provided to facilitate computer programming. The constants and coefficients used in curve fitting often have significant digits in excess of those implied by the reliability of the empirical data. Experimental data from actual gear unit measurements are seldom repeatable within a plus or minus 10 percent band. Calculated gear ratings are intended to be conservative, but the scatter in actual results may exceed 20 percent. There are conversion and significant digit differences between metric and imperial units that will yield different results in certain equations.

4.9 Technical accuracy of standards and information sheets

The technical committee is responsible for the technical accuracy of the standards and information sheets it publishes. This includes the formulas, figures, tables, and all of the text of the document. The AGMA technical staff and the technical committee share the responsibility for the accuracy of draft documents prior to publication. The publication draft is reviewed by at least two committee members for formatting, typos, and to ensure that all changes were correctly implemented. No further rewording or clarification changes can be made at this point.
The technical committee is responsible to make up examples that will test each formula in the standard. A “long hand” or a computer-based (i.e. MathCAD) calculation is made of each formula. This documentation is sent to the AGMA staff before the standard can be sent out for general ballot.

4.10 Permanent records

AGMA is responsible for maintaining committee records of all pertinent documents used in the development of AGMA technical publications. These records include minutes of all meetings, copies of supporting documents, work papers, committee member submissions, committee comments, general ballot comments, their resolutions, and any other pertinent material concerning the published document. Specifically, supporting documents and work papers include sample calculations, the derivation of formulas, and the sources of empirical values.

Pertinent documents should be shared with the AGMA liaison and committee chairperson before distribution to the whole committee.

5 Adopting ISO standards

Whenever appropriate, committees will consider adopting an ISO standard as an American National Standard in accordance with P&PG 7-8. The technical committee will determine if the ISO standard is to be proposed as a new standard, a replacement for an existing ANSI/AGMA standard, or in addition to (parallel to) an existing ANSI/AGMA standard.

6 Speaking on behalf of AGMA

At times, chairpersons, vice chairpersons, or members of AGMA technical committees are approached with questions about AGMA’s position on various matters. However, the only official spokespeople of AGMA are the chairperson of the organization, the Officers, and the President. If you are asked for an opinion regarding AGMA standards, interpretation or policy, be sure to preface any comment with a statement that you speak as an individual, not as a representative of AGMA. Please advise AGMA staff by telephone or e-mail so that an official response to the question can be provided.
## Annex A
(Informative)

### Checklist for Standards Development

<table>
<thead>
<tr>
<th>No</th>
<th>Task</th>
<th>Responsible</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proposal sent to TDEC for approval</td>
<td>Chairperson / Staff</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Proposal is reviewed / decision on designation (standard or information sheet)</td>
<td>TDEC</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Proposal approved</td>
<td>TDEC</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Notification of new work in appropriate media</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>ANSI project initiation notice</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Working Draft</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Selection / appointment of committee Editor</td>
<td>Editor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Begin work on Working Draft</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prior to sending for committee comments, chairperson checklist:</td>
<td>Chairperson, Editor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Minutes of meeting completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Table of Contents completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Symbols table completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Definitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Art work prepared</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Supporting documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Equations verified</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Sample calculations prepared</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Edit <em>may/will</em> for <em>should/shall</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Committee list verified</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Normative references, check revision level</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Bibliography completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Scope completed / updated</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Foreword updated</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- U.S. version prepared (if needed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Reviewed for style and format</td>
<td>VP, Tech. Division</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Comments from headquarters to committee on the draft as required</td>
<td>VP, Tech. Division</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Distribute draft for committee comment</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Comments to VP, Tech. Division</td>
<td>Committee Members</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Tabulate and circulate comments</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Committee comment resolution meeting conducted</td>
<td>Chairperson / Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Comments reviewed, categorized, and resolved</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Comment tabulation document marked with each resolution</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Resolutions also recorded in the meeting minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Meeting minutes sent to Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Minutes with resolution of comments and tabulation distributed to committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Revised draft prepared and forwarded to Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Responsible Party</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>General ballot draft is prepared and submitted to committee for review</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Vote to request approval from the TDEC to submit document for general ballot</td>
<td>Committee</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Permission to distribute general ballot</td>
<td>TDEC</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Distribute for general ballot</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>ANSI review notice</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Ballot comments sent to VP, Tech. Division</td>
<td>AGMA Membership</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Tabulate and circulate comments</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Notice to all commenters of resolution meeting schedule</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Ballot resolution meeting conducted</td>
<td>Committee, Chairperson</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Minutes shall contain motion or consensus action on each comment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Meeting minutes sent to Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Letters to commenters (including copies of meeting minutes with resolution of comments)</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Revised draft prepared and forwarded to Staff</td>
<td>Committee</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Publication draft is prepared and submitted to committee for review</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Draft recommended to TDEC Liaison and the TDEC for publication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Vote to request approval from the TDEC to publish</td>
<td>Committee</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Recommendation to The Board to publish</td>
<td>TDEC</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Turn over to Staff all development records</td>
<td>Chairperson, Editor</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Documentation submitted to ANSI</td>
<td>VP, Tech Division</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Final approval to publish</td>
<td>The Board</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Publish</td>
<td>Staff</td>
<td></td>
</tr>
</tbody>
</table>
Annex B
(informative)

Technical Division Executive Committee Organization

**Scope:** Supervises the development and maintenance of AGMA standards and other publications. *Administers the U.S. position on international standards development.* The committee also organizes and conducts the Fall Technical Meeting and Technical Education Seminars throughout the year.

Chairperson: Todd Praneis  
Cota Transmission Company, LLC

**Members:**
- Michael D’Arduini  
The Gleason Works
- Jason Daubert  
FLSmidth Inc.
- Michael He  
Scot Forge
- Frank Uherek  
Rexnord Gear
- Todd Schatzka  
Rexnord Innovation Center
- Walt Weber  
Siemens Industry Inc.

<table>
<thead>
<tr>
<th>TDEC Liaison</th>
<th>Committee</th>
<th>Chairperson</th>
<th>Chairperson email</th>
<th>AGMA Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael D’Arduini</td>
<td>Plastics Gearing</td>
<td>Ernie Reiter</td>
<td><a href="mailto:ereiter@webgearservices.com">ereiter@webgearservices.com</a></td>
<td>Phillip Olson</td>
</tr>
<tr>
<td>Bevel Gearing</td>
<td>Robert Wasilewski</td>
<td><a href="mailto:rfwasilewski@arrowgear.com">rfwasilewski@arrowgear.com</a></td>
<td>Amir Aboutaleb</td>
<td></td>
</tr>
<tr>
<td>Vehicle Gearing</td>
<td>Rick Platt</td>
<td><a href="mailto:rick.platt@allisontransmission.com">rick.platt@allisontransmission.com</a></td>
<td>Phillip Olson</td>
<td></td>
</tr>
<tr>
<td>Jason Daubert</td>
<td>Sound &amp; Vibration</td>
<td>Steve Rogan</td>
<td><a href="mailto:rogan.steve@artec-machine.com">rogan.steve@artec-machine.com</a></td>
<td>Phillip Olson</td>
</tr>
<tr>
<td>Epicyclic Enclosed</td>
<td>OPEN</td>
<td><a href="mailto:rogan.steve@artec-machine.com">rogan.steve@artec-machine.com</a></td>
<td>Phillip Olson</td>
<td></td>
</tr>
<tr>
<td>Mill Gearing</td>
<td>Gary Bish</td>
<td><a href="mailto:gab@horsburgh-scott.com">gab@horsburgh-scott.com</a></td>
<td>Phillip Olson</td>
<td></td>
</tr>
<tr>
<td>Michael He</td>
<td>Nomenclature</td>
<td>Dwight Smith</td>
<td><a href="mailto:dsmith@colemfgsystems.com">dsmith@colemfgsystems.com</a></td>
<td>Amir Aboutaleb</td>
</tr>
<tr>
<td>Powder Metallurgy</td>
<td>Paul Crawford</td>
<td><a href="mailto:pcrawford@pttech.com">pcrawford@pttech.com</a></td>
<td>Phillip Olson</td>
<td></td>
</tr>
<tr>
<td>Metallurgy and Materials</td>
<td>Carl Ribaudo</td>
<td><a href="mailto:carl.ribaudo@timken.com">carl.ribaudo@timken.com</a></td>
<td>Amir Aboutaleb</td>
<td></td>
</tr>
<tr>
<td>Frank Uherek</td>
<td>Gear Accuracy</td>
<td>Steven Lindley</td>
<td><a href="mailto:steven.lindley@rexnord.com">steven.lindley@rexnord.com</a></td>
<td>Amir Aboutaleb</td>
</tr>
<tr>
<td>Wormgear</td>
<td>Martin Peculis</td>
<td><a href="mailto:mpeculis@clevelandgear.com">mpeculis@clevelandgear.com</a></td>
<td>Amir Aboutaleb</td>
<td></td>
</tr>
<tr>
<td>Helical Gear Rating</td>
<td>Frank Uherek</td>
<td><a href="mailto:frank.uherek@rexnord.com">frank.uherek@rexnord.com</a></td>
<td>Amir Aboutaleb</td>
<td></td>
</tr>
<tr>
<td>HGRC-925 Sub. Cmte.</td>
<td>Robin Olson</td>
<td><a href="mailto:robin.olson@rexnord.com">robin.olson@rexnord.com</a></td>
<td>Amir Aboutaleb</td>
<td></td>
</tr>
<tr>
<td>Todd Praneis</td>
<td>Spline</td>
<td>Deanna Majchszak</td>
<td><a href="mailto:deanna.majchszak@dana.com">deanna.majchszak@dana.com</a></td>
<td>Phillip Olson</td>
</tr>
<tr>
<td>Enclosed Drives for Industrial Applications</td>
<td>Todd Praneis</td>
<td><a href="mailto:tpbraneis@cotta.com">tpbraneis@cotta.com</a></td>
<td>Phillip Olson</td>
<td></td>
</tr>
<tr>
<td>Helical Enclosed Drives High Speed Units</td>
<td>John Amendola</td>
<td><a href="mailto:artec@artec-machine.com">artec@artec-machine.com</a></td>
<td>Phillip Olson</td>
<td></td>
</tr>
<tr>
<td>Aerospace Gearing</td>
<td>Thomas Doubts</td>
<td><a href="mailto:thomas.doubts@ge.com">thomas.doubts@ge.com</a></td>
<td>Phillip Olson</td>
<td></td>
</tr>
<tr>
<td>Todd Schatzka</td>
<td>Fine-Pitch Gearing</td>
<td>Jodi Bello</td>
<td><a href="mailto:Jodi.Bello@ClecoTools.com">Jodi.Bello@ClecoTools.com</a></td>
<td>Phillip Olson</td>
</tr>
<tr>
<td>Cutting Tools</td>
<td>John Brunner</td>
<td><a href="mailto:john.brunner@rexnord.com">john.brunner@rexnord.com</a></td>
<td>Amir Aboutaleb</td>
<td></td>
</tr>
<tr>
<td>Flexible Couplings</td>
<td>Todd Schatzka</td>
<td><a href="mailto:todd.m.schatzka@rexnord.com">todd.m.schatzka@rexnord.com</a></td>
<td>Phillip Olson</td>
<td></td>
</tr>
<tr>
<td>Walt Weber</td>
<td>Lubrication</td>
<td>Bill Hankes</td>
<td><a href="mailto:whankeas@a-cequipment.com">whankeas@a-cequipment.com</a></td>
<td>Phillip Olson</td>
</tr>
<tr>
<td>Helical Enclosed Drives Marine</td>
<td>Dick Calvert</td>
<td><a href="mailto:dcalvert@candk.com">dcalvert@candk.com</a></td>
<td>Phillip Olson</td>
<td></td>
</tr>
<tr>
<td>Wind Turbine Gear</td>
<td>Brent Reardon</td>
<td><a href="mailto:brent.reardon@siemens.com">brent.reardon@siemens.com</a></td>
<td>Amir Aboutaleb</td>
<td></td>
</tr>
</tbody>
</table>
Annex C
(informative)

American Gear Manufacturers Association Antitrust Meeting Policy

The purpose of this Antitrust Policy is to alert members and staff to the kinds of activities most likely to raise antitrust concerns and to the precautions that must be taken to avoid antitrust problems.

The Antitrust Laws

The antitrust laws are intended to ensure free and open competition. These laws - the Sherman Act, Clayton Act, and Federal Trade Commission Act at the federal level and similar laws in many states — prohibit contracts, combinations, conspiracies, and other agreements in restraint of trade, as well as monopolization and attempted monopolization.

An “agreement” among trade association members in antitrust terms is a very broad concept: it may be oral or written, formal or informal, express or implied.

Meeting Guidelines

To minimize the possibility of antitrust problems at association gatherings, the following guidelines should be followed at all meetings of the Board of Directors and committees, as well as all association sponsored conventions, trade shows, training seminars, conferences, and task force and working group sessions.

Joint Conduct That Is Automatically Unlawful

Certain kinds of joint conduct are presumed to be unreasonable and therefore unlawful. These so-called "per se" unlawful practices are joint activities that the courts have long found clearly restrain competition and lacking redeeming procompetitive benefits. Examples include:

Setting Prices.
Agreements with the purpose or effect of setting or maintaining either prices or factors relating to prices, such as credit, discounts, profit levels, or volume of production.

Allocating Markets.
Agreements with the purpose or effect of allocating markets, such as an agreement not to provide service to a particular geographic area, industry, or group of customers in return for a reciprocal pledge from a competitor.

Tying.
Agreements with the purpose or effect of requiring a customer to buy an unwanted product or service in order to obtain the product or service desired ("tying" agreements). In addition, agreements with the purpose or effect of refusing to deal with competitors, customers, suppliers, or other third parties (often called "group boycotts") also have often been declared per se unlawful and should be avoided.

Trade Associations and Antitrust Agreements

Trade associations by their very nature must be particularly sensitive to avoiding antitrust violations. This is because, in bringing competitors together into an association, one element of a possible antitrust violation may already be present a combination of competitors. Thus, all that may be needed to prove a violation is the action to restrain trade.

Trade association members and staff should refrain from any discussion that could provide the basis or an inference that the members agreed to take any action that might restrain trade.

Remember that an "agreement" among trade association members need not be in writing. A "gentleman's agreement" to "hold the line" on prices may be more than sufficient for a court to permit a jury to infer an unlawful conspiracy to fix prices. The "agreement" can also be inferred by the parallel actions of trade association members that happen to follow the discussion of the topic at an association gathering.

The basic principle to be followed in avoiding antitrust violations in connection with association activity is to see that no illegal agreements, express or implied, are reached or carried out through the association.

DO NOT

DO NOT discuss your prices or competitors’ prices with a competitor (except when buying from or selling to that competitor) or anything which might affect prices such as costs, discounts, terms of sale, or profit margins.

DO NOT agree with competitors to uniform terms of sale, warranties, or contract provisions.

DO NOT agree with competitors to divide customers or territories.
DO NOT act jointly with one or more competitors to put another competitor at a disadvantage.

DO NOT try to prevent your supplier from selling to your competitor.

DO NOT discuss your future pricing, marketing, or policy plans with competitors.

DO NOT discuss your customers with your competitors.

DO NOT make any statements regarding prices or matters affecting prices at association meetings.

DO NOT make statements about your future plans regarding pricing, expansion, or other policies with competitive overtones. Do not participate in discussions where other members do.

DO NOT propose or agree to any standardization that will injure your competitor.

DO NOT attend or stay at any informal meeting where there is no agenda, no minutes are taken, and no association staff member is present.

DO NOT do anything before or after association meetings, or at social events, which would be improper at a formal association meeting.

DO alert association staff and legal counsel to anything improper.

DO consult your own legal counsel or the association's legal counsel before raising any matter which you feel might be sensitive.

DO send copies to an association staff member of any communications or documents sent, received, or developed by you when acting for the association.

DO alert every employee in your company who deals with the association to these guidelines.

DO be conservative. If you feel an activity might be improper, do not do it.

Potentially Severe Penalties

It is essential for association members and staff to comply with all aspects of federal and state antitrust laws. Violation of these laws can result in severe penalties and significant litigation expenses for organizations and individuals. For Example:

- The government can seek to have imposed fines per violation of up to $10,000,000 for a corporation and $350,000 for individuals.

- Individuals who are involved in activity that violates the antitrust laws can also be sentenced to jail for up to three years, and possibly more if mail or wire fraud are involved.

- The government can also seek other relief for violations, including cease and desist orders and dissolution of an association.

- Private companies and individuals who are injured by an antitrust violation can sue the association, its member companies, and individuals for three times their damages, plus reasonable attorneys' fees and injunctive relief.

Even if a government or private suit is successful defended, the cost and disruption of the litigation can be overwhelming. Taking antitrust precautions, therefore, is not only advisable, but imperative.

Counsel to AGMA:
Randolph J. Stayin, Esq.
Barnes & Thornburg LLP
Washington, D.C. 20006
(202) 289-1313
Annex D
(informative)
Agenda Template

To: AGMA [select committee]
From: Vice President, Technical Division
Subject: Scheduled Meeting for [select date]--[select date]

Chairperson [type first & last name] is pleased to announce the next meeting of the [select committee].

Meeting Agenda
[select committee]
[select WebEx or type meeting location city & state]  
[select date]--[select date]

1. Convene meeting at [select hour]:00 [select a.m./p.m.] [select time zone]
2. Appoint secretary, determine quorum and voting eligibility
3. Approve agenda (only if changed)
4. Approve minutes from [select date]  
(PLEASE REVIEW YOUR COPY OF THE MINUTES BEFORE THE MEETING)
5. AGMA Headquarters/ISO reports
6. Working Session
   6.1 [type content here, press enter for new bullet]
7. Other business
8. Set time and place of next meeting
9. Chairperson to adjourn meeting at or before [select hour]:00 [select a.m./p.m.] [select time zone]

To join the online meeting (Now from mobile devices!)
1. Go to: insert link
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: (this meeting does not require a password).
4. Click “Join.”

To join the audio conference
Call-in toll-free number (U.S./Canada): 1-877-650-4493
Call-in toll number (U.S./Canada): 1-605-479-3208
Toll-free dialing restrictions: http://www.webex.com/pdfs/tollfree_restrictions.pdf
Access code: insert access code

Note: AGMA may switch teleconference service providers in 2020. In 2020 the toll free number may no longer be available. All meeting attendees are encouraged to use Voice Over IP (headset) to call in. Any questions please email tech@agma.org.
Annex E
(informative)
Meeting Minutes Template

(Unconfirmed Minutes)
AGMA [select committee] Committee
[select date]
[select WebEx or type meeting location city & state]

Attendance:
[To be entered by HQ prior to distribution]

1. Called to order by [select position] [type first & last name] at [select hour]:[select minutes] [select a.m./p.m.] [select time zone].

2. Secretary appointed: [type first & last name]. Quorum [select "is" or "is not"] met, and voting eligibility is verified for [select "all" or "except"].

3. Agenda approved (only if changed since distribution): [select approval type].

4. The minutes of the [select date] meeting were approved [select approval type]; motion by [type first & last name], seconded by [type first & last name], The motion passed [type "unanimously," etc.].

5. Reports
  5.1 AGMA Headquarters report [select N/A or select blank field and type report below]
     5.1.1 [type content here, press enter for new bullet]
  5.2 ISO report [select N/A or select blank field and type report below]
     5.2.1 [type content here, press enter for new bullet]

6. Working Session
  6.1 [type topic here to match agenda item, press enter for new bullet]

7. Other business
  7.1 [type content here, press enter for new bullet]

8. Action items
  8.1 [type content here, press enter for new bullet]

9. Future meetings
  9.1 [select date] from [select hour]:[select minutes] [select a.m./p.m.] to [select hour]:[select minutes] [select a.m./p.m.] [select time zone].
  9.2 [select date] from [select hour]:[select minutes] [select a.m./p.m.] to [select hour]:[select minutes] [select a.m./p.m.] [select time zone].

10. Meeting adjourned by [type first & last name] at [select hour]:[select minutes] [select a.m./p.m.] [select time zone].
Committee Project Proposal Form

Committee: ___________________________ Date of Request: ________________

<table>
<thead>
<tr>
<th>Document Designation:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Type:</td>
<td></td>
</tr>
<tr>
<td>Scope of Project:</td>
<td></td>
</tr>
<tr>
<td>Does AGMA or ISO have published or draft documents on this subject?</td>
<td></td>
</tr>
<tr>
<td>If yes, please list and explain why this project is necessary?</td>
<td></td>
</tr>
<tr>
<td>List current AGMA documents affected by the subject project:</td>
<td></td>
</tr>
<tr>
<td>Stakeholding companies, committed to completing the project:</td>
<td></td>
</tr>
<tr>
<td>Company 1:</td>
<td></td>
</tr>
<tr>
<td>Company 2:</td>
<td></td>
</tr>
<tr>
<td>Company 3:</td>
<td></td>
</tr>
<tr>
<td>Company 4:</td>
<td></td>
</tr>
<tr>
<td>Company 5:</td>
<td></td>
</tr>
</tbody>
</table>

**Estimate Project Milestones below**
*(Goal of 4 years to finish new or revision projects)*

<table>
<thead>
<tr>
<th>Task/Milestone</th>
<th>Meeting #</th>
<th>Estimated Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Project Proposal to TDEC</td>
<td>1</td>
<td>1/1/2000</td>
</tr>
<tr>
<td>Selection/appointment of committee Editor</td>
<td>2</td>
<td>1/1/2000</td>
</tr>
<tr>
<td>Develop Working Draft</td>
<td>2-14</td>
<td>1/1/2000</td>
</tr>
<tr>
<td>Review for style/finalize draft</td>
<td>15</td>
<td>1/1/2000</td>
</tr>
<tr>
<td>Vote to send Working Draft to Committee Review and Comment</td>
<td>16</td>
<td>1/1/2000</td>
</tr>
<tr>
<td>Resolve Committee Review Comments</td>
<td>17-20</td>
<td>1/1/2000</td>
</tr>
<tr>
<td>Vote to send CRC draft for General Ballot (STANDARDS ONLY)</td>
<td>21</td>
<td>1/1/2000</td>
</tr>
<tr>
<td>Resolve General Ballot Comments (STANDARDS ONLY)</td>
<td>22-24</td>
<td>1/1/2000</td>
</tr>
<tr>
<td>Assign a group to review the final publication draft</td>
<td>24</td>
<td>1/1/2000</td>
</tr>
<tr>
<td>Vote to request approval from the TDEC to publish</td>
<td>25</td>
<td>1/1/2000</td>
</tr>
</tbody>
</table>

April 2019 (Rev 2) Page 1 of 2
Annex G
(informative)

Bibliography

[1] AGMA 904-C96, *Metric Usage*

[2] ANSI/AGMA 1012, *Gear Nomenclature, Definition of Terms with Symbols*