

InService Testing Owners' Group

Administrative Procedure

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1. Membership Requirements

The Charter states that ISTOG membership consists of representatives from companies who operate nuclear power plants and who perform Inservice Testing duties as a profession. The following additional practices will apply:

- 1.1. Members are required to pay an annual fee, as determined by the Steering Committee, for membership and for voting.
- 1.2. Attendance and participation by multiple representatives from the same site is encouraged but only one vote per site will be allowed.
- 1.3. Non-plant utility employees (e.g., corporate personnel) are not required to pay membership dues provided at least one site in their fleet is a member.
 - 1.3.1 Multiple site corporations can pay a corporate rate for ISTOG membership at a cost equivalent to three individual sites. This entitles all personnel at all of the sites and in corporate offices privileges of ISTOG membership, however only three individuals will be designated as voting members. The corporate lead is responsible for communications to the ISTOG Administrator identifying which individuals are designated voters.
- 1.4. Each member can designate an alternate to represent them at meetings and for voting.
- 1.5. An ISTOG membership list will be maintained on the ISTOG web site and will consist of those site members whose fees are current and corporate personnel with at least one paying site. Alternates will also be identified.
- 1.6. Annual fees may be waived for any member at the discretion and vote of the Steering Committee.
- 1.7 Annual fees will typically not be required for vendor personnel involved in ISTOG activities. For vendor personnel attending ISTOG meetings, a \$150 meeting attendance fee will be charged to help defray basic meeting costs.

2. Voting

Elections required by the Charter and any other voting by Task Groups, Steering Committee or the ISTOG membership will be subject to the following practices:

- 2.1. General

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- 2.1.1. Each member will have one vote (electronic, paper or in person) per site.
- 2.1.2. Utilities with multiple site memberships may allow an alternate to vote for some or all of their sites on ballots/issues that have been previously discussed with the represented members (see also 1.3.1 above).
- 2.1.3. A quorum is required for all voting and will consist of a simple majority of any group's total membership.
- 2.1.4. Voting by the Steering Committee on any issue will consist of a minimum of 5 votes. In any meeting or teleconference where two or more of the Steering Committee members are absent and a vote is needed, all of the attending Alternate Steering Committee members will be voting members.
- 2.1.5. All members shall be aware of any potential conflict of interest issues and remove themselves from any votes on the issue. Questionable conflict of interest issues should be identified to the ISTOG Steering Committee. The Steering Committee will determine by simple majority whether to accept or reject voting on such issues.
- 2.2. Charter Approvals - A majority of the ISTOG membership is required for revision to the ISTOG Charter.
- 2.3. ISTOG Products - A two-thirds majority of the Steering Committee is required for the formation of Task Groups and for approval of such items as ISTOG technical papers, additional funding beyond administrative fees, and recommendations for regulatory or ASME Code changes.
 - 2.3.1 The Steering Committee may decide to require a simple majority vote of the entire membership for approval of any item or issue, depending on its impact or significance.
- 2.4. Elections – A simple majority of the ISTOG membership is required for selection of Steering Committee members and Alternates at a meeting designated for elections. These elections are for two-year terms beginning with the first meeting in 2006.
 - 2.4.1 If it becomes necessary to fill vacated slots on the Steering Committee between meetings, the Steering Committee is given discretion to identify and nominate interested individuals and to conduct elections to fill those positions for the unexpired term of their predecessor. These elections will require a simple majority of the entire Steering Committee, including Alternate Steering Committee members.
- 2.5. Steering Committee actions – A simple majority is required to decide on acceptance or rejection of any action unless otherwise specified in this section.
- 2.6. Task Group actions – A simple majority is required to decide on acceptance or rejection of any action.

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3. Duties and Responsibilities

3.1. ISTOG Members

- 3.1.1. Elect a Chair, Vice Chair, five Steering Committee members and four Steering Committee alternates for 2 year terms.
- 3.1.2. Meet as deemed appropriate by the Steering Committee. The frequency of meetings should be the minimum required to carry out ISTOG responsibilities.
- 3.1.3. Vote on recommended actions and products from the Steering Committee or Task Groups when required.
- 3.1.4. Approve revisions to the ISTOG Charter.
- 3.1.5. Actively participate in accomplishing the ISTOG objectives.

3.2. ISTOG Steering Committee

- 3.2.1. Initiate and plan ISTOG member meetings and Steering Committee meetings as necessary to fulfill the objectives of the group.
- 3.2.2. Vote to establish task groups for specific issues/products to meet ISTOG objectives and periodically review their continued need.
- 3.2.3. Approve changes to the ISTOG Administrative procedures. A two-thirds majority of the Steering Committee is required to approve these changes.
- 3.2.4. Report progress of task groups to members of ISTOG.
- 3.2.5. Determine method of collection and amount of funding required to support administrative costs for operating expenses and services provided.

3.3. ISTOG Steering Committee Alternates

In the absence of a quorum of Steering Committee members, all Alternative Members present, shall act as regular Steering Committee members with full voting rights. (See 2.1.4 above.)

3.4. ISTOG Chair

- 3.4.1. Chair ISTOG and Steering Committee meetings.
- 3.4.2. Establish agendas for ISTOG and Steering Committee meetings.

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- 3.4.3. Act as ISTOG spokesman during meetings with other organizations. The Chair may delegate this responsibility for certain issues to the Vice Chair or any Steering Committee member.
- 3.4.4. Provide guidance to task groups.
- 3.4.5. Facilitate communications between the ISTOG, Steering Committee, and Task Groups.
- 3.4.6. Serve in the capacity of ISTOG Treasurer:
 - 3.4.6.1. Review and approve standard invoices for payment.
 - 3.4.6.2. Non-standard, one-time financial transactions must be approved by majority vote of the Steering Committee.
 - 3.4.6.3. The Chair may delegate the responsibilities of ISTOG Treasurer to a member of the Steering Committee but will maintain oversight of financial matters.
- 3.4.7. Provide an annual report of income and expenses to the Steering Committee.

3.5. ISTOG Vice Chair

- 3.5.1. Assist the Chair in the performance of the duties listed in section 3.4
- 3.5.2. Chair meetings and conduct other duties of the Chair in their absence.
- 3.5.3. Maintain the ISTOG membership list.

4. Finances

- 4.1. The method of collection and amount of operating funds required to cover administrative and meeting expenses will be determined by the Steering Committee.
- 4.2. In the event that activities go beyond normal administrative needs, the Steering Committee shall recommend and the membership shall vote on the need for additional funding and the method for collection.
- 4.3. The ISTOG Chair or delegate must approve all disbursement of funds.
- 4.4. At least two Steering Committee members will have access to the account at all times. This will typically be the ISTOG Chair and ISTOG Treasurer or Vice Chair.
- 4.5. The ISTOG Chair will provide an annual report of income and expenses to the Steering Committee.

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5. Task Groups

In addition to the IST Owners' Group and the Steering Committee, Task Groups may be utilized as follows:

- 5.1. The ISTOG Steering Committee will vote to establish task groups based on business needs.
- 5.2. The Steering Committee will appoint a Chair and Vice Chair for task groups.
- 5.3. Task group membership will be determined by the Steering Committee based upon the technical aspects and scope of an issue.
- 5.4. A task group does not have to meet face-to face. Conference calls and email may be used for communication.
- 5.5. Each task group shall develop an action plan and update it annually. The action plan will serve to guide the task group in its mission.
- 5.6. Task groups will report progress of their activities to the Steering Committee. Each task group shall submit annually to the Steering Committee, a summary of action plan progress for the past year and a plan for accomplishing goals for the upcoming year.
- 5.7. Minutes of task group meetings shall be prepared and transmitted to task group members and Steering Committee members.
- 5.8. The task group shall forward reports and recommendations to the Steering Committee for ISTOG adoption. The task group chair, based on a majority vote of the task group members, shall issue these reports.
- 5.9. The Steering Committee will review the continuing need for task groups every two years.