

OPERATING PROCEDURES and BYLAWS

for the

**Metallic Material Properties Development and
Standardization (MMPDS)
General Coordination Committee (GCC)**

and

Associated Task and Working Groups

Version 2.0

October, 2004

Item 03-35 By-Laws for MMPDS

TABLE OF CONTENTS

TABLE OF CONTENTS	2
Acronyms	3
Preface	4
Introduction	4
Background	5
ARTICLE I NAME, PURPOSE AND GOALS	6
Section 1. Name	6
Section 2. Purpose.....	6
Section 3. Scope of Activities	6
Section 4. Organizational Structure	7
ARTICLE II MEMBERSHIP.....	7
Section 1. General MMPDS Qualifications	7
Section 2. MMPDS GCC Steering Groups:	8
Section 3. Task and Working Group.....	9
Section 4. Registration for MMPDS Membership	10
ARTICLE III TASK AND WORKING GROUPS	11
Section 1. Standing Task Groups	11
Section 2. Working Groups.....	12
ARTICLE IV GOVERNANCE	12
Section 1. Voting Procedures	12
Section 2. Voting Members	13
Section 3. Duties of MMPDS GCC Co-Chairmen.....	13
Section 4. Duties of MMPDS Secretariat	13
Section 5. Task and Working Group Chairs	13
Section 6. Duties of Task and Working Group Chairs.....	14
ARTICLE V MEETINGS	14
Section 1 Meeting Procedures.....	14
Section 2. Item Introduction Procedures	15

Item 03-35 By-Laws for MMPDS

Acronyms

ASG	Airframer Steering Group. A collection of aircraft manufacturers and their representatives. Most ASG members are also ISG members.
EDWG	Electronic Data Working Group
FIWG	Fastener Industry Working Group
FTG	Fastener Task Group
GCC	General Coordination Committee
GSG	Government Steering Group. The collection of Air Force, FAA, Army or other government agency program managers associated with MIL-HDBK-5, the MMPDS or other government standard, handbook or specification
GTG	Guidelines Task Group
IHWG	International Harmonization Working Group
ISG	Industrial Steering Group. A collection of aerospace supply and airframe companies, and their representatives
MIL-HDBK-5	Metallic Materials and Elements for Aerospace Vehicles Structures Handbook. The predecessor to MMPDS Handbook. Last version was MIL-HDBK-5J published in 2003.
MMPDS	Metallic Materials Properties Development and Standardization (Handbook)
MTG	Materials Task Group
OEM	Original Equipment Manufacturer
PIMWG	Process Intensive Materials Working Group
SWG	Statistics Working Group, supports the Guidelines Task Group

Preface

The Metallic Materials Properties Development and Standardization (MMPDS) Handbook represents a replacement for the military handbook entitled "Metallic Materials and Elements for Aerospace Vehicle Structures" (MIL-HDBK-5). MMPDS is the primary source within the United States and many other countries of statistically based material and fastened joint design allowables accepted for meeting aircraft certification and continued airworthiness requirements. It holds this distinction because of its rigorous standards for mechanical property data collection, analysis, review, and approval. The Handbook also contains extensive information and data for other material properties and design requirements, such as fracture toughness, fatigue, creep strength, rupture strength, fatigue-crack propagation rate, and resistance to stress corrosion cracking.

The MMPDS handbook and its predecessors have been in existence for over 65 years and they have been reviewed and updated by industry and government on a consensus basis throughout that period. The Handbook was first published in 1937 as Army-Navy-Commerce Handbook 5 (ANC5). The United States Air Force (USAF) took over the primary responsibility of continuing development in 1954 and, subsequently, the name of the Handbook was changed to MIL-HDBK-5 in 1956. The Federal Aviation Administration took over the primary responsibility for the Handbook in 2002, and subsequently renamed the Handbook in 2003 as noted above. Throughout this long history the Handbook has continued to incorporate new methodologies, add new material properties, and update existing ones. This continuing effort has enabled the handbook to keep up with technology development and maintain up-to-date information for materials being used by industry.

Major aerospace original equipment manufacturers and supplier companies created the Industrial Steering Group (ISG) in 1997 to fund and pursue related development activities of common interest. The heritage purpose of the ISG was to provide industry funding and guidance to pursue select independent projects within the framework of the MIL-HDBK-5 coordination activities. The ISG maintains a board of trustees composed of the representatives of member companies in good standing. It also operates under and maintains a set of bylaws similar to this document.

Concurrent with the formation of the ISG, the activities and responsibilities of the Government Steering Group (GSG) were increased. Since 1997 the GSG has worked closely with the ISG and has served as the governing body for maintenance and approval of the contents of MMPDS. These bylaws define the accepted operating procedures for the MMPDS coordination committee and its associated task and working groups. It is a "living document" that will change, as operating procedures are refined, and more effective procedures are generated. This document and any future changes to it must have GSG approval.

Introduction

The MMPDS (formerly MIL-HDBK-5) committee has held bi-yearly technical coordination meetings since the late 1950s. As a result of these coordination meetings the Handbook has gone through over 35 major change notices and/or revisions. Formal guidelines for statistical analysis and presentation of design data in the Handbook were introduced in 1969. However, formal guidelines for operation of the committee itself have never been formulated. This

Item 03-35 By-Laws for MMPDS

document represents the first attempt to define formal operating procedures and bylaws for the MMPDS committee and its associated task and working groups.

Background

A rigorous process has been established to ensure that data entered in the handbook are properly screened, analyzed for their validity and are reliable. Handbook additions, modifications, and deletions are made on a consensus basis by the MMPDS General Coordination Committee (GCC) at coordination meetings held on a semi-annual basis. The GCC is a voluntary group led by the Government Steering Group (GSG), Figure 1.

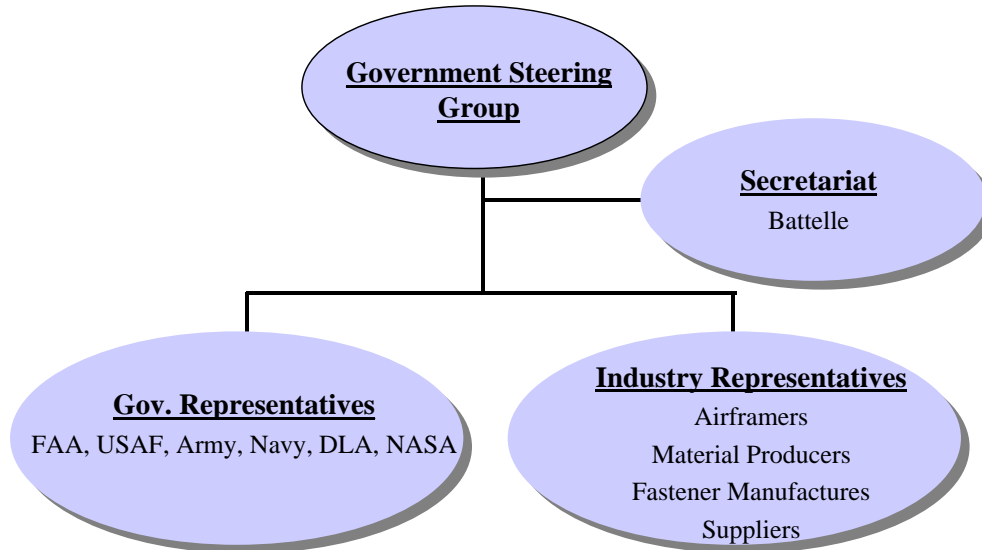


Figure 1. General Coordination Committee (GCC)

The GCC consists of approximately 150 members from various government agencies, including the FAA, USAF, Army, Navy, NASA, etc., and is open to interested industrial companies such as airframe manufacturers, material producers, suppliers, and fastener manufacturers. An unbiased third party acts as the MMPDS GCC secretariat for the planning, facilitating, coordinating, and implementing activities necessary to develop and maintain the handbook. Data reduction, presentation of statistical and characteristic properties, and checking for compliance with handbook requirements are all functions of the secretariat. Under the current GCC, there are seven working or task groups:

1. Airframer Steering Group (ASG), which is restricted to airframe manufacturers only
2. Fastener Task Group (FTG), which excludes fastener suppliers so that requirements and critiques of fastener systems can be openly discussed between users of these systems
3. Fastener Industry Working Group (FIWG), which is open to fastener manufacturers only
4. Materials Task Group (MTG), which is open to all GCC members
5. Guidelines Task Group (GTG), which is open to all GCC members

Item 03-35 By-Laws for MMPDS

6. Statistics Working Group (SWG), which is open to all GCC members
7. Process Intensive Materials Working Group (PIMWG), which is open to all GCC members

Each group addresses specific technical issues as tasked by the GCC. For example, the SWG will evaluate statistical procedures and submit its recommended changes to the GCC for approval. Similarly, the FTG will review fastener analysis procedures and recommend changes to the GCC. The PIMWG is newly formed and will determine if it is appropriate to include process-dependent materials in the handbook.

The GCC coordination meeting is held twice a year, typically in April and October. The secretariat acts as the meeting facilitator, providing agenda and meeting minutes. The meetings generally take about 4 days with the first 3 days for group meetings before the GCC meeting on the fourth day. The agenda is normally mailed by the secretariat to attendees approximately 4 weeks prior to the meeting date and normally includes:

1. A review and approval of data proposals (in general, 20-30 data proposals are reviewed and approved at each meeting).
2. A review and approval of S-, A- and B-Basis material properties for inclusion to the handbook.
3. An approval of change notices on changes and updates as well as revisions (each of the change notices approved at the coordination meeting consists of 300-500 pages).
4. A review and approval of updates and/or modifications of guidelines and methodologies.
5. A review of status reports on ongoing data analysis and methodology development.

At each meeting, the GCC acts upon proposed changes and additions to the document submitted in writing to the secretariat before the meeting. The approved changes are entered into the meeting minutes, which are compiled and mailed by the secretariat to attendees 4 weeks after the meeting. The meeting minutes are then recognized as approved data for entry into the subsequent handbook release.

ARTICLE I NAME, PURPOSE AND GOALS

Section 1. Name

The name of this organization shall be **“METALLIC MATERIAL PROPERTIES DEVELOPMENT AND STANDARDIZATION” (MMPDS) COMMITTEE.**

Section 2. Purpose

The purpose of these Bylaws is to provide a consistent, systematic and uniform approach to conducting business under the purview of the General Coordination Committee (GCC).

Section 3. Scope of Activities

1. Coordinate the technical efforts of government and industrial organizations interested in developing and maintaining an up-to-date Handbook of reliable metallic materials and fastening elements design allowables database.

Item 03-35 By-Laws for MMPDS

2. Provide guidance and oversight for the MMPDS Secretariat in the development of statistical data analysis methods, material property data and design element (fasteners) data common to aerospace vehicle OEM, government research and aerospace industrial supplier companies.
3. Provide a means for professional interaction, problem solving and discussion of common issues among participating companies and government agencies.
4. Provide a network to rapidly gain member feedback on issues of concern to MMPDS coordination members.

Section 4. Organizational Structure

1. The Government Steering Group (GSG) shall provide oversight of the operation of the MMPDS GCC. The GSG shall provide this oversight in association with the Industrial Steering Group (ISG). During the GCC meeting, the GSG will have ultimate veto authority over any MMPDS items that will or is expected to influence the content of future editions of the MMPDS.
2. Two MMPDS GCC Co-Chairmen shall represent the Government Steering Group (GSG). The two MMPDS Co-Chairmen shall be appointed per the GSG bylaws.
3. The MMPDS Secretariat shall coordinate and/or perform statistical analysis, research, testing and reporting tasks associated with ongoing maintenance of the MMPDS. In addition, the Secretariat shall function as archivist and meeting facilitator.
4. Standing or Ad Hoc task and working groups shall be formed to address long term activities, or unique, short-term areas of interest to the MMPDS committee. Proposed sub-committees shall be introduced by the Chairman, and formed after consulting with the consensus of the GSG, ISG, and GCC.

ARTICLE II MEMBERSHIP

Section 1. General MMPDS Qualifications

1. Active MMPDS members shall consist of representatives of industry, academia, and government agencies interested in the goals and objectives of the MMPDS. Unless given an exemption by the GSG, a person must attend at least one MMPDS coordination meeting every 18 months to remain active. The list of active MMPDS members shall be documented in the minutes of each MMPDS meeting.
2. The General Coordination Committee

Active GCC members represent their respective institutions, companies and government agencies interest in the development of material and fastening element design allowables.

Section 2. MMPDS GCC Steering Groups:

1. The Government and Industry Steering Groups provide oversight of the technical coordination of the MMPDS Handbook. The Airframer Steering Group reviews broad Handbook issues of critical importance to the aircraft and aerospace industry. Details concerning the responsibilities and membership requirements of these steering groups follow.

2. The Government Steering Group

The GSG is responsible for the review and approval of all guidelines and design allowable data included in the MMPDS. The GSG also oversees the efficient operation of the MMPDS coordination committee and its supporting MMPDS Secretariat. The GSG works in collaboration with the ISG to ensure adequate funding of ongoing technical coordination efforts undertaken by the MMPDS Secretariat.

The GSG oversees the technical and financial aspects of any commercialization activity of the handbook in collaboration with the ISG. GSG members are sought from U.S. Government agencies that utilize the data and/or guidelines in the Handbook to maintain safe and reliable commercial or military products. Further details concerning GSG membership requirements are outlined in the GSG Bylaws.

3. The Industry Steering Group

The ISG is responsible for the industry oversight of the MMPDS. Controversial guidelines and/or material design allowable issues are reviewed by the ISG and recommendations are made to the GSG and GCC. The ISG is also responsible for the oversight of technical activities undertaken by the current ISG coordinating contractor, including the development of specialized ISG statistical analysis tools that conform to current MMPDS guidelines and the development of numeric databases that provide efficient ISG and GSG member access to design allowable properties in the Handbook.

A subcommittee of the ISG will collaborate with the GSG on the technical and financial aspects of commercialization activities. Active ISG members are selected from participating major aerospace metallic material suppliers and users throughout the world. Participation in the ISG requires payment of an annual membership fee and acceptance of an annual agreement. Further details concerning ISG membership requirements may be obtained from the website www.mmpds.org.

4. Airframer Steering Group

The ASG is responsible for oversight of the MMPDS from the perspective of the aircraft and aerospace manufacturers. Most ASG members are also ISG members, although ISG membership is not required to participate in the ASG. Aircraft material and fastener suppliers may not participate in the ASG except by invitation.

Section 3. Task and Working Group

1. Everyone on the active MMPDS members list is encouraged to participate in and/or technically support the functions of at least 2 task groups or working groups within these task groups. The MMPDS Coordination Committee has the following standing task groups:
 - Guidelines Task Group
 - Materials Task Group
 - Fastener Task Group

Details concerning the responsibilities and membership requirements of these MMPDS task and working groups follow.

2. The Guidelines Task Group

The GTG focuses on the development and maintenance of state-of-the-art analytical and experimental methods for the development of metallic material design allowables. The MMPDS Secretariat is responsible for the development and verification of proposed new analytical and experimental procedures. These new guidelines must be reviewed and approved by the GTG before they are forward to the GCC for incorporation into the Handbook. Active GTG members are sought from industry and government, representing major metallic material suppliers and users throughout the world.

Deleted: ta

The GTG also oversees the work of specialized working groups, such as the Statistics Working Group (SWG) and the Electronic Data Working Group (EDWG). The SWG is a long-standing working group, which has focused on the development and evaluation of statistical procedures that must be employed to ensure the development of accurate and reliable metallic material design properties. Active SWG members are sought from industry and government, including a mix of individuals with specialized statistical skills and individuals with critical engineering needs to use these statistical procedures efficiently for the development of reliable metallic material design allowables.

The EDWG is a new, ad-hoc working group that is focusing on the development of efficient and reliable procedures for the electronic submission of "raw" material property data and correlative information and the electronic distribution of design allowable properties developed from these data. Active EDWG members are sought from industry and government, including a mix of individuals with specialized knowledge of electronic data development and distribution and individuals with specific engineering needs to use this electronic information efficiently for the development of reliable metallic material design allowables.

3. The Materials Task Group

The MTG focuses on the development and maintenance of reliable, up-to-date static strength design allowables for metallic aircraft and aerospace materials. The MMPDS Secretariat is responsible for the collection of certification and other supporting strength data (e.g. elastic modulus, compression, shear, bearing, typical and full-range stress strain response) on a proprietary basis from industry and government suppliers and users of these materials. The MMPDS Secretariat also assists with the statistical analysis of these

Item 03-35 By-Laws for MMPDS

data in accordance with current guidelines and the presentation of these analysis results to the MTG for review and approval before the new or updated data are forwarded to the GCC for addition to the Handbook.

In conjunction with the work on static strength design allowables the MTG is also responsible for the development and maintenance of reliable, up-to-date “dynamic” material properties (e.g. load and strain control fatigue, fatigue crack growth, plane stress and plane strain fracture toughness). The MTG is also responsible for the development and maintenance of reliable information and quantitative material data with respect to the corrosion resistance and/or environmental issues associated with the use of these materials in aircraft and aerospace structures.

The MTG also oversees the work of specialized working groups, such as the Process Intensive Materials Working Group (PIMWG). The PIMWG is a new, ad-hoc working group that has been tasked with the evaluation of the potential for development of reliable design allowable properties on process-intensive materials such as Ti-6Al-4V LAM (Laser Additive Manufactured).

Active MTG members are sought from industry and government, including a mix of individuals with specialized metallurgical and processing skills and individuals with engineering needs to safely and efficiently incorporate these materials into critical aircraft structures.

4. The Fastener Task Group

The FTG focuses on the development and maintenance of reliable, up-to-date static strength design allowables for aircraft and aerospace metallic material fasteners. The primary focus of the FTG for many years has been on mechanical joints. More recently, the FTG has also undertaken new initiatives relative to metallurgical joints.

Active FTG members are sought from industry and government who have specialized knowledge concerning the design, testing, and/or reliable usage of mechanical fasteners in aircraft and aerospace structures. Producers of fasteners that are, or may be included in Chapter 8 of the MMPDS may not participate on the FTG, due to a potential conflict of interest.

Fastener producers may participate in the Fastener Industry Working Group, which focuses on the testing and/or reliable usage of mechanical fasteners in aircraft and aerospace structures.

Section 4. Registration for MMPDS Membership

The MMPDS Secretariat shall maintain the list of active MMPDS members. An individual will automatically become a member of the MMPDS GCC by attending a coordination meeting.

Item 03-35 By-Laws for MMPDS

The primary contact at Battelle for meeting registration is Anne Mundy.

Anne K. Mundy
Phone: (614) 424-6496
Fax: (614) 458-6496
E-mail: mundya@battelle.org

ARTICLE III TASK AND WORKING GROUPS

Standing and ad-hoc task or working groups shall be appointed and formed after introduction by the MMPDS GCC Co-Chairmen to the attendees at a coordination meeting. Working groups may be formed to study unique issues, develop and implement programs, or monitor and coordinate agenda items on a relatively short-term time scale. Tasks or issues requiring an extended, sustained effort may have an associated working group formed to address the issue. All task and working groups shall function in an advisory capacity to the GCC.

Working group chairmen shall report on their activities at task group meetings and at such other times as directed by the chairman. All working group chairman should prepare a written report summarizing their respective group's activities since the previous meeting. This report shall be included in the overall MMPDS archives.

Section 1. Standing Task Groups

Each task group is responsible for electing a chairman. The GSG must approve these appointments. If the task group does not elect a chairman, the GSG shall appoint one.

1. **Guidelines Task Group** – The GTG shall focus on the development and maintenance of state-of-the-art analytical and experimental methods for the development of metallic material design allowables. The GTG shall also oversee the work of specialized working groups, such as the Statistics Working Group (SWG) and the Electronic Data Working Group (EDWG).

Materials Task Group – The MTG shall focus on the development and maintenance of reliable, up-to-date static strength design allowables for metallic aircraft and aerospace materials. When authorized by the GSG the MTG shall also focus on the development and maintenance of reliable, up-to-date “dynamic” material properties (e.g. load and strain control fatigue, fatigue crack growth, plane stress and plane strain fracture toughness). When authorized by the GSG the MTG shall also focus on the development and maintenance of reliable information and quantitative design data with respect to the corrosion resistance and/or environmental issues associated with the use of these materials in aircraft and aerospace structures. The MTG shall also oversee the work of specialized working groups, such as the Process Intensive Materials Working Group (PIMWG).

Fastener Task Group – The FTG shall focus on the development and maintenance of reliable, up-to-date static strength design allowables for aircraft and aerospace metallic material fasteners and metallurgical joints. The FTG shall also oversee the work of specialized working groups, such as the Fastener Industry Working Group (FIWG).

Section 2. Working Groups

Each working group shall be comprised of a minimum of three persons. Ad-Hoc working groups may be appointed at the discretion of the governing task group chairman. Such groups shall remain active until they have accomplished the purposes for which they were appointed.

1. **Statistics Working Group** – The SWG is an ongoing working group within the GTG that focuses on the development and evaluation of statistical procedures that must be employed to ensure the development of accurate and reliable metallic material design properties.
2. **Electronic Data Working Group** – The EDWG is an ad-hoc group within the GTG that has been tasked with the development of efficient and reliable procedures for the electronic submission of “raw” material property data and correlative information and the electronic distribution of design allowable properties developed from these data.
3. **Process Intensive Materials Working Group** – The PIMWG is an ad-hoc working group within the MTG that has been tasked with the evaluation of the potential for development of reliable design allowable properties on process-intensive materials such as Ti-6Al-4V LAM.
4. **Fastener Industry Working Group** – The FIWG is an ongoing working group within the FTG that includes only aircraft and aerospace fastener companies and focuses on the testing and/or reliable usage of mechanical fasteners in aircraft and aerospace structures.

ARTICLE IV GOVERNANCE

The governance of MMPDS activities will be handled through the ongoing development and approval of specific guideline and/or data items. MMPDS coordination meetings will provide a forum for the introduction, discussion and possible assignment of agenda item to a pertinent issue or concern brought forth by participating companies and government agencies, for the benefit of the MMPDS General Coordination Committee as a whole. The MMPDS GCC Co-Chairmen and secretariat shall lead and control the discussion of potential and assigned agenda items. In general, specific agenda items will be assigned to a specific task or working group for detailed review and discussion. If consensus is reached within the assigned task or working group that the item is sufficiently mature, does not duplicate a previous or existing agenda item, and warrants further effort, then an agenda item number will be assigned by the secretariat, will support existing agenda items consistent with the priority established by the ISG and GSG membership, constrained within currently available funds.

Section 1. Voting Procedures

Individual items will be reviewed for their maturity and acceptability by the assigned task or working group. The Co-Chairmen will then declare if a vote is needed and implement voting if required. However, if an assigned item has been held open due to controversy for 5 or

Item 03-35 By-Laws for MMPDS

more years, or the item has been designated as a “fast track”¹ item by the ISG or GSG, the task or working group chairman may request that a formal vote be taken on any guideline or data item that is ready for acceptance and inclusion in the Handbook. Items approved by at least a 2/3 majority of the members attending the meeting when the vote is taken will be brought to the GCC for final approval.

During the GCC meeting, the GSG will have ultimate veto authority over any MMPDS items that will or is expected to influence the content of future editions of the MMPDS.

Section 2. Voting Members

An individual must be registered before that individual’s vote will be counted on items.

Section 3. Duties of MMPDS GCC Co-Chairmen

The MMPDS GCC Co-Chairmen’s chief function shall be to provide guidance and oversight to the MMPDS working and task groups and the GCC meeting. The MMPDS GCC Co-Chairmen shall lead and control the discussion of potential and assigned agenda items.

Section 4. Duties of MMPDS Secretariat

The Secretariat shall function as archivist and meeting facilitator. Upcoming agenda packages and meeting minutes for bi-yearly coordination meetings (typically held in April and October) shall be distributed to active MMPDS members according to the following schedule:

- Meeting Announcement approximately 90 days prior to start of coordination meeting
- Meeting Agenda Package: approximately 30 days prior to start of coordination meeting
- Meeting Minutes Package: approximately 30 days after meeting conclusion

The Secretariat shall coordinate and/or perform statistical analysis, research, testing and reporting tasks associated with ongoing maintenance of the MMPDS.

Section 5. Task and Working Group Chairs

All task and working group chairs will be selected from the pool of active MMPDS coordination members and approved by the ISG and GSG.

1. Task and working group chairs may continue to serve indefinitely, at the pleasure of the task or working group membership, the ISG and GSG. Current leadership positions may be continued in the event he/she transfers employment from one member organization to another. A formal announcement will be made at the next coordination meeting to the

¹ An item may be designated as a “fast track” item if the ISG or GSG considers it a priority that the changes and/or additions in Handbook data or guidelines covered by that item is approved in time for incorporation into the next edition of the Handbook.

Item 03-35 By-Laws for MMPDS

representatives in attendance. Any comments or concerns shall be resolved at the next coordination meeting by the representatives in attendance.

2. Participating MMPDS coordination companies and government agencies may replace task and working group members who leave their employment. However, in the event a chair position becomes open, the GSG will select a replacement at the next coordination meeting.

Section 6. Duties of Task and Working Group Chairs

1. **Chairman** - The task or working group chair shall preside at all regular and special meetings. Chairman duties at a minimum shall include the following:
 - o Preside over coordination meetings.
 - o Introduce and present agenda items for general discussion
 - o Coordinate closely between meetings with the MMPDS Secretariat
 - o Establish meeting agendas and summarize status of existing agenda items
 - o Appoint heads and members of sub-committees
2. **Vice-Chairman** – A vice-chairman shall be selected to work with the chairman of each task group in all aspects of his or her position. Where appropriate, a vice-chairman may also be selected to work with the chairman of a working group. The vice chair will normally succeed the chairman following the expiration of the chairman’s term of service. If the chairman’s position becomes vacant for any reason, the vice-chairman shall immediately assume the office of chairman.

The vice-chairman of each task group shall be responsible for maintaining communications with any working group leaders, and reporting the progress of each group to the chairman and members attending the coordination meetings. The vice-chairman may also determine the need for the creation of additional working groups. If the vice-chairman determines such a need, the final decision for creation of a new group will be decided by majority vote of the full task group.

3. **Secretary** - The secretary position for individual task and working groups is reserved for a member of the MMPDS Secretariat. The secretary shall record and maintain minutes of all meetings and activities; shall have charge of all papers, archives, records and property; shall issue all notices of meetings; maintain an up-to-date membership roster; and provide periodic reports on the activities of the task or working group.

ARTICLE V MEETINGS

Two MMPDS coordination meetings shall be held per year, generally in April and October.

Section 1. Meeting Procedures

MMPDS General Coordination Committee meeting procedures shall be as follows:

1. The Co-Chairmen will open the meeting with introductions, and comments on the status of current MMPDS coordination activities.

Item 03-35 By-Laws for MMPDS

2. Secretary will ask for comments on the prior meeting's minutes; then propose their approval with noted amendments, if any.
3. Co-Chairmen or secretary will introduce special presentation speakers, as appropriate.
4. Secretary will review the current status of all open agenda items, along with the recommendations of the assigned task or working group. New agenda items will be identified in the course of this presentation.
5. Co-Chairmen or vice-chairman will coordinate selection of next meeting location and provide closing remarks / summary.
6. Meeting adjourned.

Section 2. Item Introduction Procedures

1. An MMPDS GCC member may coordinate with either the chairman or vice-chairman of the applicable task group to define the proposed item. This coordination activity can occur prior to the general meeting, whereupon the whole task group will consider the item for discussion, disposition and/or revision.
2. Alternatively, an item can be introduced at the applicable task group and discussed by the full membership. The goal of item introduction and discussion is to create a well-defined agenda item for subsequent consideration.
3. Item introduction, discussion and definition will be limited by the MMPDS GCC Co-Chairmen.