

Bylaws and Rules of Procedure for the API/AGA Joint Committee on Oil and Gas Pipeline Field Welding Practices

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Bylaws and Rules of Procedure for the API/AGA Joint Committee on Oil and Gas Pipeline Field Welding Practices (Founded 1947)

Statement of Policy

WHEREAS, the API-AGA Joint Committee on Oil and Gas Pipeline Field Welding Practices, (hereafter referred to as “the Committee”) was organized at the request of the petroleum, petroleum products, and fuel gas pipeline industry for the sole purpose of developing performance standards for pipelines and related facilities,

BE IT RESOLVED, that this Committee shall continue to function in the future as it has since its inception and the American Petroleum Institute (API) shall administratively support this Committee; and

BE IT FURTHER RESOLVED that it shall continue to promote the dissemination of knowledge and information pertaining to the welding of pipelines and related facilities through the development and maintenance of (a) documented standard(s) as well as through conducting meetings of the Committee and associated Subcommittees and Task Groups; and

BE IT FURTHER RESOLVED that the documented standard(s) shall consider designs, techniques, processes, and materials that have been demonstrated to be satisfactory for the service intended. Innovation is encouraged. New designs, techniques, processes, and materials shall be considered for standard(s) when reasonable proof of fitness is available; and

BE IT FURTHER RESOLVED, that the membership of the Committee be limited to individuals representing organizations and companies engaged in, or related to, the construction, maintenance, or operation of piping used in the compression, pumping, and transportation of petroleum, petroleum products, and fuel gases.

1 Scope

This document provides information on policies and rules of procedure for the activities of the API/AGA Joint Committee on Oil and Gas Pipeline Field Welding Practices. These activities include requirements for developing, maintaining, and interpreting standards under the jurisdiction of this committee.

2 Normative References

The following references are cited in this document and are indispensable for the application of the requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the reference document (including any amendments) applies.

API Antitrust Compliance Guide

API Procedures for Standards Development

API Document Format and Style Manual

3 Antitrust

3.1 Participants in API 1104 standard activities shall comply with this document and the API Antitrust Compliance Guide.

3.2 API employees shall ensure that activities satisfy antitrust law and this policy. The Office of General Counsel (OGC) should be consulted if there are questions concerning antitrust laws or the application of these requirements. OGC may assist staff or Committee members by reviewing agendas and minutes and providing counsel at meetings.

3.3 In order to ensure all CSOEM standards developing activities are in alignment with antitrust laws, there shall be

- a) no discussion or forecasting of prices for goods or services provided or received by a company,
- b) no sharing or discussion of a company's confidential or proprietary information,
- c) no discussion of any company's specific purchasing plans, merger/divestment plans, production information, inventories, or costs,
- d) no discussion of company compliance costs unless publicly available,
- e) no agreement or discussion of the purchase or sale of goods or services,
- f) no discussion of how individual companies intend to respond to potential market/economic scenarios or government action unless in general terms, and
- g) no disparaging remarks about specific products, vendors, services, or competitors.

4 Committee Organization and Appointing Authorities

4.1 Figure 1 illustrates how the Committee is Organized

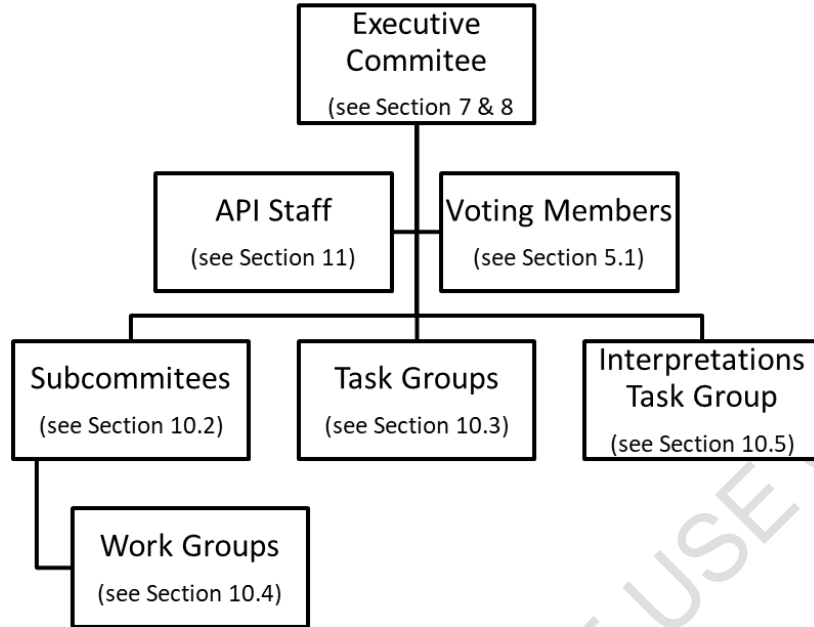


Figure 1 – API-AGA Joint Committee on Oil and Gas Pipeline Field Welding Practices Organizational Chart

4.2 Table 1 defines authorities for appointing officers and members of the Committee, Subcommittees, Task Groups and Work Groups.

Table 1 – Appointing Authorities Summary

Group	Officers/Members to be Appointed	Appointing Authority ¹
Committee	Chair and Vice Chair ²	Voting Member ballot
	Secretary	Committee Chair
	Members	Group the Members represent
Subcommittee	Chair/Co-Chair/Deputy Co-Chair	Committee Chair
	Secretary (Optional)	Subcommittee Chair
	Members	
Task Group	Chair/Co-Chair/Deputy Co-Chair	Committee Chair
	Secretary (Optional)	Task Group Chair
	Members	
Work Group	Chair/Co-Chair	Subcommittee Chair
	Secretary (Optional)	Work Group Chair
	Members	

¹ Process by which members are appointed is described in the following Sections and Subsections.
² Chair and Vice Chair of the Committee are not appointed, but selected by Voting Members via ballot.
³ – Roland to insert General Interest Note

5 Membership of the Committee

5.1 Voting Members

The membership of the Committee shall consist of four representatives from each of the following groups (for a total of 28 Voting Members), who shall enjoy voting rights in the activities and actions of the Committee:

- a) American Petroleum Institute – Pipeline Segment
- b) American Gas Association
- c) Pipeline Contractors Association
- d) Pipe Manufacturers
- e) American Society for Nondestructive Testing
- f) American Welding Society
- g) General Interest

NOTE General Interest Voting Members are appointed by the Main Committee

5.2 Nonvoting Members

In addition, the following groups shall be members without voting rights, but who are encouraged to participate in the deliberations and activities of the Committee and/or its Subcommittees:

- a) one Liaison Member from National Electrical Manufacturers Association – Welding Division;
- b) one Liaison Member from ASME B31.8 Section Committee;
- c) one Liaison Member from ASME B31.4 Section Committee;

NOTE Liaison members may send an alternate to the meetings.

- d) Corresponding Members – this group shall consist of persons having direct interest in the activities of the Committee; and
- e) Members Emeritus – this group shall consist of past Chairs of the Committee who are not appointed Voting Members, plus such other persons so elected by a majority vote of the Committee.

NOTE Member Emeritus status is conferred for life or until resignation.

5.3 Withdrawal of Voting Rights

5.3.1 Voting Members (see 5.1) shall continue to serve on the Committee until such time that either:

- a) the Voting Member resigns of their own accord by notifying the Chair of the Committee in writing, or
- b) the group they represent reassigns the voting rights to another member due to lack of active participation on the Committee, or lack of participation in the balloting process, or because that member no longer represents the interest of the group. The responsible group shall notify the Chair of the Committee in writing of any such changes in voting representation.

5.3.2 Periodically, but not less than once every two years, the Chair of the Committee shall review Voting Member participation.

5.3.3 For any individual identified as inactive or not participating, the group represented by that member shall be notified, with the request to consider withdrawal and reassignment to another individual of voting rights.

6 Appointment of Members

6.1 General

6.1.1 Except for the General Interest group, the members shall be appointed by the group they represent and shall serve at the pleasure of that group.

6.1.2 A qualified officer of the affected group shall notify the Chair of the Committee in writing of the appointment or replacement of its representatives and the effective date of the appointment.

6.1.3 The approved membership list at the time these Bylaws become effective shall be considered to have been duly and correctly appointed.

6.1.4 The Chair shall be responsible for contacting the represented groups for gaining assurance of active participation of their representatives.

6.2 General Interest Group Appointments

6.2.1 For the General Interest group, the members shall be appointed by the Selection Task Group (STG) and shall be charged with the filling vacancies in the Voting Membership for the General Interest group when such vacancies are identified.

6.2.2 The STG shall serve the same function as served by the group organizations discussed in 2.5.1.

6.2.3 The STG shall consist of the Chair, Vice Chair and Secretary of the Committee and one Voting Member from each of the groups representing the

- American Petroleum Institute – Pipeline Segment,
- American Gas Association,
- Pipeline Contractors Association,
- Pipe Manufacturers,
- American Society for Nondestructive Testing, and
- American Welding Society.

6.2.4 The STG shall be disbanded when the charge is satisfied.

7 Executive Committee

7.1 Chair and Vice Chair

7.1.1 The Chair and Vice Chair shall be from the Voting Membership and nominated by a Nominating Task Group (see 7.3) appointed by the Chair, or if the Chair is incapacitated, by a Nominating Task Group appointed by the Vice Chair.

7.1.2 The Chair and Vice Chair shall be elected by ballot based on a simple majority vote of the Voting Members.

7.1.3 The Executive Committee shall be elected for a period of three years, but no more than two consecutive three-year terms in that elected position.

7.1.4 Duties of the Chair

7.1.4.1 The Chair shall preside at all meetings of the Committee, carry on such correspondence and negotiations as may be required with the represented groups

7.1.4.2 The Chair shall be responsible for ensuring consensus on all interpretations of the API 1104 document.

7.1.4.3 The Chair shall prepare all meeting agendas and shall ensure they are distributed to the membership no less than 30 days before the meeting.

7.1.4.4 The Chair shall appoint all standing Subcommittees and Task Groups and shall designate the Co-Chairs thereof.

7.1.4.5 The Chair shall appoint all members of the Selection Task Group (see Section 6).

7.1.4.6 The Chair shall keep the membership apprised of problems needing the attention and review of the membership.

7.1.4.7 The Chair shall be an ex officio member of all Subcommittees and Task Groups.

7.1.5 Duties of the Vice Chair

7.1.5.1 The Vice Chair shall chair meetings in the temporary absence of the Chair and secure the nomination and election of a new Chair in the event the current Chair is permanently incapacitated.

7.2 Secretary

7.2.1 The Secretary shall be appointed by the Chair.

7.2.2 There shall be no specified term limits for the Secretary.

7.2.3 A new Secretary may be appointed by the Chair at any time during the term of the Chair.

7.2.4 Duties of the Secretary

7.2.4.1 The Secretary shall prepare, distribute, and maintain a file of copies of the minutes of all general meetings and such Subcommittee meetings for which minutes have been submitted.

7.2.4.2 The Secretary shall report the results of ballots to the Committee and maintain a file of such ballots.

7.2.4.3 The Secretary shall carry on correspondence as directed by the membership or the Chair and provide copies of pertinent information to all Voting Members.

7.3 Nominations

7.3.1 At the annual meeting preceding the end of the terms of the Executive Committee, the Chair shall appoint a Nominating Task Group.

7.3.2 The Nominating Task Group shall consist of no less than three Voting Members or Members Emeritus.

7.3.3 The Nominating Task Group shall return its recommendations to the Chair of the Committee within three months after its appointment.

7.3.4 The notification of the election shall be sent to the Voting Membership no later than three months thereafter.

7.3.5 There shall be allowances on the ballot for write-in votes.

8 Meetings of the Committee

8.1 Annual Meeting – General Membership

8.1.1 Meetings of the Committee and its Subcommittees shall be conducted at least annually.

8.1.2 The dates for the meetings shall be selected by the Chair, after consulting with the other Executive Committee members.

8.1.3 The place and time of the meeting shall be designated by the Chair and announced by API.

8.1.4 Meetings of the Committee shall be open to all interested parties.

8.1.5 Meetings shall be announced publicly by API, with such announcement including the meeting dates, location, and the general intent of the meeting.

8.1.6 The Chair shall prepare the agenda of each meeting.

8.1.7 The Chair should submit them to API approximately one month prior to the meeting.

8.1.8 The meeting attendance shall be recorded in the minutes.

8.1.9 The Secretary shall be responsible for taking and preparing the minutes at these meetings.

8.1.10 The Chair shall verify the accuracy of the minutes before they are released to API staff for distribution.

8.2 Special Meetings

8.2.1 At the discretion of the Chair, special meetings may be called to address issues of a specific nature.

8.2.2 Special meetings may be limited in scope and participation of members may be limited to select members based on the topic(s) to be discussed.

8.2.3 The Chair shall designate the place, time and location of such meetings.

8.2.4 The Secretary shall be responsible for taking the minutes at these meetings.

8.2.5 The Chair shall approve minutes before they are released to API staff for distribution.

9 Committee Organization

9.1 Subcommittees

9.1.1 General

9.1.1.1 The committee shall be divided into the following standing Subcommittees:

- a) Mechanized Welding;
- b) Nondestructive Testing Procedures;
- c) Welding Procedures and Welder Qualification;
- d) Fracture Mechanics;
- e) In-Service Welding;
- f) Repair Welding;
- g) Production Welding and General Interest.

9.1.1.2 This list reflects the current Subcommittee structure at the time of this revision update. However this list shall not be deemed exclusive or restrictive; additional Subcommittees may be identified as needed in the future and subsequently may be added.

9.1.1.3 Each standing Subcommittee shall have a particular sphere of interest, which the Chair shall define.

9.1.1.4 When the need for a particular Subcommittee ceases to exist, the Chair shall disband the Subcommittee.

9.1.1.5 The Chair of the Committee shall assign consideration of any matter the members of the Committee desire to consider to the appropriate Subcommittee, except when a Task Group is warranted (see 9.2).

9.1.1.6 The Chair may request a report from any of the represented groups comprising the membership concerning items of particular interest to that group.

NOTE It is not intended that this section inhibit any member or group from presenting items for consideration by the Committee.

9.1.2 Subcommittee Organization

9.1.2.1 The Chair of the Committee shall appoint the Co-Chair(s), and Deputy Co-Chair(s), of the Subcommittee.

9.1.2.2 The Co-Chair(s) of the Subcommittee shall be responsible to for maintaining records identifying the active/participating members.

9.1.2.3 The roster of Subcommittee Voting Members shall be submitted to the EC at least annually, generally prior to the conclusion of the winter standards meeting.

9.1.2.4 The need for deputy Co-Chair(s) is at the discretion of the Co-Chairs. If appointed, the deputy Co-Chair(s) shall assist the Co-Chair(s) as needed and chair meetings in the temporary absence of the Co-Chair(s).

9.1.2.5 Membership within a Subcommittee shall not be limited.

9.1.2.6 Subcommittee membership shall be granted at the discretion of the applicable Subcommittee Co-Chairs.

9.1.2.7 Individuals may participate in any Subcommittee and shall not be required to meet the requirements of 5.1 or 5.2.

9.1.2.8 Participation in one Subcommittee shall not preclude participation by that individual on other Subcommittees.

9.1.3 Subcommittee Voting

9.1.3.1 Active/participating members on a Subcommittee may vote on any Subcommittee issue.

9.1.3.2 Voting on a Subcommittee shall not be limited to only those individuals identified in 5.1.

9.1.3.3 The right to vote in any Subcommittee meeting shall be exclusively that of the Co-Chairs and Voting Members of the Subcommittee holding the meeting.

9.1.3.4 In the absence of a Voting Member, a designated proxy may exercise the Voting Member's right to vote.

9.1.3.5 The chair(s) of the Subcommittee shall determine the active/participation level of the members and determine voting eligibility.

9.1.3.6 Active/participation shall be defined as an individual who regularly participates (in person, by email or by phone) in Subcommittee activities over a given eligibility period (typically not longer than 18 months). Participation in other Subcommittees or historical evidence of previous participation may be used by the Chair to shorten eligibility period, and grant voting rights sooner.

9.1.3.7 Voting within a Subcommittee shall address Subcommittee issues only and shall not impact voting at the Committee level.

9.2 Task Groups

9.2.1 The Chair of the Committee may approve the formation of a Task Group to address specific issues pertaining to multiple Subcommittees or to the Committee as whole.

9.2.2 The Task Group shall be assigned a charge that shall define the scope of the work to be done and the expected outcome of that work, e.g., a report, presentation, etc.

9.2.3 The Co-chair(s) of the Task Group shall be appointed by the Chair of the Committee.

9.2.4 The Task Group shall be disbanded when the charge has been satisfied. Alternatively, the charge of the Task Group can be changed by the Chair of the Committee without disbanding the Task Group.

EXAMPLE The Chair of the Committee can assemble an Editorial Task Group to ensure that the language proposed by Subcommittees is not in conflict within the document, is consistent in the use of specific language/terminology, and promotes efficient sharing of tables/figures without redundancy.

9.2.5 Task Groups shall function in the same manner as Subcommittees in terms of membership and voting.

9.3 Work Groups

9.3.1 Work Groups may be formed by Subcommittees and operate under the same procedures as Task Groups. They are typically formed by Subcommittees to facilitate timely completion of a particular assignment that is of particular interest to the Subcommittee.

9.3.2 Work Groups shall function in the same manner as Subcommittees in terms of membership and voting.

9.4 Interpretations

9.4.1 General Requirements

9.4.1.1 Interpretations shall be issued by API staff as formal written responses to requests that are transmitted to the inquirer.

9.4.1.2 Interpretations shall not be issued on questions concerning how the provisions of a standard can be fulfilled, or to questions requesting general information on the standard.

9.4.1.3 Interpretations shall only clarify what is required in the standard. API does not provide consulting services on specific engineering problems or on the general understanding or application of its standards.

9.4.1.4 The following shall not be considered a valid request for interpretation:

- a) proposed changes under consideration by the committee that are not included in the standard;
- b) requests for the rationale, justification, or technical basis for the requirements where none is provided in the standard;
- c) requests for consulting services on specific engineering problems or on the general application of the standard;
- d) requests for approval of designs, manufacturing methodologies, or activities that comply with the standard;
- e) requests concerning two or more unrelated subjects;
- f) requests concerning a superseded or withdrawn edition of a standard, unless that edition is incorporated by reference as described in 9.4.1.6;
- g) requests covering issues that are not covered or are outside the scope of the standard;
- h) proposed changes to correct editorial or technical errors in the standard.

9.4.1.5 Proposed changes, or the correction of editorial and technical errors in a standard, shall be forwarded to the responsible Committee Chair for consideration.

NOTE For the purposes of this document, the term “committee” includes any subordinate groups that fall under the Committee’s jurisdiction.

9.4.1.6 A request for interpretation (RFI) shall be submitted only on the current edition of a standard. Interpretations may be issued on superseded or withdrawn editions if the superseded or withdrawn edition is currently, or proposed to be, incorporated by reference in a U.S. federal, state, or local regulation.

9.4.1.7 If it is determined by API staff or the committee that the inquirer should seek other assistance, the RFI shall not be considered further, and the inquirer shall be notified.

9.4.1.8 For RFIs considered not valid, the inquirer shall be notified accordingly with an explanation that such assistance should be obtained from an entity familiar with the requirements of the standard.

9.4.2 Submittal of Requests

9.4.2.1 RFIs shall be submitted via the API RFI Website at <http://rfi.api.org>.

9.4.2.2 The RFI shall be within the scope of the standard in question.

9.4.2.3 The scope of an RFI shall be limited to a single subject/clause or a group of closely related subjects.

9.4.2.4 RFIs should be clearly worded so that the response can be written as a “yes” or “no” answer.

9.4.2.5 API staff or the standards committee may reword an RFI to facilitate responding with a “yes” or “no” answer.

9.4.3 Ad Hoc Interpretations Task Group (ITG)

9.4.3.1 API staff shall issue interpretations in writing after consultation, if necessary, with the Committee members and the API Office of General Counsel.

9.4.3.2 The Chair of the Committee shall be responsible for the formation of an ad hoc Interpretations Task Group (ITG) to review interpretation requests and propose responses, as needed.

9.4.3.3 The ITG shall consist of the Chair, the Vice Chair, the Secretary of the Committee and at least one Co-chair of each of the standing Subcommittees.

9.4.3.4 The Chair of the Committee shall be responsible for all communication to the ITG. However, the Chair may delegate the responsibility of communication to another member of the ITG.

9.4.3.5 Requests for interpretation shall be submitted to the ITG and the required response time identified.

9.4.3.6 The ITG may meet in face-to-face meetings or electronically (by web conference or teleconference).

9.4.3.7 The responses from all ITG members for each interpretation request shall be collected by the Chair of the Committee who shall have the responsibility of formulating the interpretation based on these ITG responses.

9.4.3.8 The ITG may seek additional input from outside of the ITG when supplemental subject matter expertise on a given subject is warranted.

10 API Staff

10.1 API staff shall be responsible for communicating API policy and providing procedural guidance and administrative support to the Committee, Subcommittees, Task Groups and Work Groups.

10.2 API staff shall be responsible for ensuring the preparation of committee meeting agendas, filing minutes, and the collection of the records of attendance for the committees. API staff may develop these documents in cooperation with the committee officers.

10.3 API staff shall be present at meetings where the following actions are being performed:

- a) committee meetings;
- b) ballot comment resolution meetings;

10.4 Attendance may be virtual upon approval by the API staff Associate's manager.

10.5 API staff shall be physically present at all meetings conducted outside the U.S.

10.6 The staff person shall give timely written notice to the Committee Chair of the need to revise or reaffirm any publication, the need for succession planning, and shall handle all correspondence and maintain all records of requests for interpretations of API standards, specifications, and recommended practices.

11 Voting and Document Balloting

11.1 Voting During Meetings

11.1.1 A simple majority of Voting Members of the Committee shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by letter ballot.

11.1.2 The right to vote in any meeting shall be exclusively that of the Voting Members of the Committee holding the meeting. In the absence of a Voting Member, a designated proxy may exercise the Voting Member's right to vote.

11.1.3 The Chair of the Committee shall invite comments from all present and record or summarize such comments in the meeting report.

11.1.4 No actions involving substantive changes become final until ratified by letter ballot of the Committee.

11.1.5 A majority of Voting Members and designated proxies in attendance shall govern at meetings.

11.2 Voting by Ballot

11.2.1 Proposed changes to API 1104 voted affirmatively in meetings of the Committee or proposed changes to the Bylaws and Rules of Procedure, are subject to ratification by ballot of the Voting Membership of the Committee.

11.2.2 The balloting process and procedures shall be in accordance with API's Procedures for Standards Development.

Bibliography

API S1, *Organization and Procedures for the Committee on Standardization of Oilfield Equipment and Materials: Policy Document*

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