

Surface Mining Society of the CIM

Surface Mining Standards and Guidelines Committee Charter

Article 1 – Charter and By-Laws

This charter for the Surface Mining Standards and Guidelines Committee (the “Standards Committee”) provides formal guidance for the goals, the governance structure, and the operation of the Standards Committee.

This Charter has been accepted by the governing Council of the Surface Mining Society of the CIM, ***CIM National***, and the Surface Mining Association for Research and Technology (SMART) as ***of September 1, 2011***.

Amendments to these by-laws may be made collaboratively by the Standards Committee, governing council of the Surface Mining Society, and the Chairman of SMART.

Article 2 – Vision and Mission

The **Vision** of the Surface Mining Standards and Guidelines Committee is to become a global organization for the *mining community to develop, maintain, endorse, collaborate, educate, and communicate surface mining industry standards and guidelines which will be supported and used by surface mining stakeholders to improve the operational and financial performance of the surface mining industry. The specific subject matter will be determined and evolve as deemed appropriate but as a minimum would include safety, systems, technology, methods, measures, and operating practices and procedures.*

The **Mission** of the Society is to:

- *Provide an environment and an organization to support, feedback, assist, and continually improve the surface mining community in the development and applications of potential and existing standards and guidelines.*
- Receive, identify, or determine potential standards that would be of benefit to the surface mining industry.
- Evaluate, approve, and *endorse* standard subject matter that will fall under the *scope* and management of the Standards Committee.
- Develop, maintain, and communicate standards and guidelines.
- Communicate, assist, and facilitate the exchange and use of standards information and knowledge for the global surface mining community, including the organizing of events and knowledge sharing opportunities.

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- Provide mentoring and knowledge.
- Develop strong relationships and collaboration with other related global, industry, and mining standards bodies.
- *Develop, provide, and execute the required processes and mechanisms to develop, modify, maintain, execute, and terminate the standards and guidelines covered by the Standards Committee.*
- Provide leadership and development on selected initiatives that are to the direct benefit to the industry as a whole.
- *Maintain an active and strong collaborative and directional relationship with SMART.*

The **Guiding Principles** of the Standards Committee shall include the following:

Inclusivity – The Standards Committee will be an organization where the entire surface mining community is invited to share knowledge and fellowship, including but not limited to operators, OEMs, distributors, technology suppliers of all industries, mining industry vendors, the academic and consulting communities, and government with interest in the system, computing, and automation aspects of surface mining.

Collaboration – The Standards Committee will actively pursue opportunities to communicate, collaborate, and coordinate events of mutual interest with other global organizations with a similar vision and mission.

Accessibility – The Standards Committee serves the entire mining industry and will strive to coordinate with all stakeholders of the mining industry to deliver on its mission within as many geographical regions as possible and practical.

Encouragement – The Standards Committee will actively encourage involvement in knowledge sharing, and leadership and operation of the Standards Committee, the society, and the CIM in general at all levels of the industry.

The Standards Committee prides itself on being a focus and “clearing house” for knowledge sharing and industry growth, and as such will not actively participate in political or lobbying activities, however it will endeavor to provide all industry stakeholders access to any technical knowledge.

Article 4 - Membership

Anyone can be a member of Standards Committee. There are no restrictions to membership other than *registering as a member*, and agreement to follow Standards Committee administrative procedures and to abide by the charter, bylaws, and rules.

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Article 5 - Governance Structure

The Standards Committee will consist of two components: one being the elected Governing Council of the Standards Committee (“Governing Council”) and the other being members at large. The Standards Committee Governing Council will manage the purpose, structure, responsibilities, governance, and activities of the system, computing, and automation technology standards.

The Standards Committee Governing Council is comprised of:

- Chair – the Chair is also a Director on the executive council of the Surface Mining Society of CIM
- *Vice Chair – Elect*
- *Vice Chair - SMART*
- Past Chair
- *Technical Director*
- *Standards Organization Coordinator*
- Treasurer
- Secretary
- Stakeholder Members (Suggested)
 - Mine Operators Senior Management/Executive
 - OEM
 - Mining Equipment Distributors
 - University
 - Government
 - Mining Technology Vendors
 - General Technology Vendors
 - Stakeholders – at -Large

The structure of the Standards Committee Governing Council may be modified with the majority vote approval of the Standards Committee.

The Standards Committee will have members at large who will wish to participate. The members at large do not need to be members of the Surface Mining Society and/or CIM National. These members

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are required to be registered and administrated by the Standards Committee and will be communicated with under the responsibility of the Vice Chair - Elect.

Article 6 – Duties of the Standards Committee

The duties of the Standards Committee Governing Council are:

- To ensure the Standards Committee operates within the By-Laws of the Standards Committee, Surface Mining Society, and CIM.
- That the Standards Committee's funds are managed to the best interest of the Standards Committee, Surface Mining Society, and the surface mining industry as a whole.
- That the Standards Committee activities are in the best interest of the Surface Mining community.
- Maintenance of the Standards Committee's vision, mission, goals and objectives.
- Set policy guidelines.
- Direct and oversee all plans and activities of the Standards Committee.
- Determine the structure and members of the Standards Committee.

Specific duties of Standards Committee Governing Council members are:

Chair

- Provide leadership in formulation and execution of the vision, mission, objectives, and business plans.
- Ensure Society acts in accordance with the By-Laws of the Surface Mining Society and CIM.
- Chair or designate attends Surface Mining Society board meetings, provides communication between Surface Mining Society and the Standards Committee.
- Accountable for submission of the annual report to council.
- Preside over meetings of the Standards Committee.
- Provides the Standards Committee interface to Industry

Vice Chair - Elect

- Assists with the duties of the Chair.
- Fulfills duties of the Chair, in the Chair's absence.

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- Liaison between Standards Committee Society and Districts, branches and other societies.
- Liaison and communicate with members at large.

Vice Chair - SMART

- *Assists with the duties of the Chair.*
- *Fulfills duties of the Chair, in the Chair's and Vice-Chair Elect's absence.*
- *Maintain the relationship and communication with SMART.*
- *Collaborate with the standards committee regarding SMART priorities, input, and needs.*
- *Liaison and communicate with members at large.*

Past Chair

- Provides mentorship and assistance to the Vice Chairs and Chair;
- Leads recruitment of future Standards Committee members

Technical Director

- *A permanent, committed, and funded position to plan and execute the Standards Committee ongoing developmental, operational, and administrative tasks and activities.*
- *Closely communicates with and follows the direction of Chair, Standards Committee,*
- *Collaborates with and supports the Governing Council of the Standards Committee*
- *Prepares and presents to the Standards Committee Governing Council developmental and operational plans, budgets, and resourcing.*
- *Manages and actively participates in the required operating and support activities.*
- *Prepares, presents, and operates funding, marketing, and communications strategies, plans, and activities.*
- *Actively participates with other standards and related industry bodies identifying trends, directions, opportunities, needs, activities, and best practices.*
- *Oversees and coordinates activities for publications and events.*
- *Liaison with other Societies and Organizations with respect to coordination of activities.*

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- *Ensures that quality events and activities are organized and coordinated to meet the development and knowledge sharing needs of the surface mining industry and to encourage participation by the standards community in general.*

Standards Organization Coordinator

- Oversees and coordinates activities for research, identification, collaboration, and communication with potential and existing global standard bodies and mining organizations worldwide.
- The primary Standards Committee council liaison with other related standards bodies and mining organizations.

Treasurer

- Monitor all financial transactions of the society, ensure disbursements and spending occurs within acceptable guideline.
- Monitor status of accounts held by the Standards Committee and the Surface Mining Society
- Provide required financial information.
- Prepares the annual budget for the Standards Committee and for approval by the Standards Committee.

Secretary

- Records proceedings of meetings
- Ensures all required documentation and communication to Surface Mining Society and CIM National Office are in compliance.
- Provides periodic communication, reports, and updates to members and industry at large
- Issues announcements of meetings, and calls for nominations and elections of officers of the Society.

Stake Holder Members

- Oversees and coordinates activities related to the stake holder group being represented.
- The primary liaison with, and for, the stake holder group with respect to coordination of activities.
- Represent and present the needs and interests of the stakeholder group.

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- Ensures that quality events and activities are organized and coordinated to meet the development and knowledge sharing needs of stake holder group.
- Responsible for leading and/ or assisting specified activities of the Standards Committee.

Article 7 - Elections

Voting for members of the Standards Committee Governing Council will take place at the Committee's Annual Meeting. All members of the Standards Committee in attendance at the Annual Meeting may cast a vote, with the exception of the Chair who shall only vote in the event of a tie. The Chair may decide at the meeting if the vote will be by secret ballot or a show of hands.

Nominations for Standards Committee Governing Council positions shall be coordinated by the Chair, Vice –Chair and Past Chair, with input from the membership.

All members of the Standards Committee Governing Council, except for Stake Holder Members must be members in good standing of the National CIM and the Surface Mining Society.

In the event of a vacancy, or uncontested nomination, the Standards Committee Governing Council may at their discretion fill any position on the committee.

Chair

The nomination for the role of Standards Committee Chair must approved by the Surface Mining Society executive board.

The Chair is a position of two years.

Vice Chair – Elect

Vice Chair is nominated and elected every second year.

Vice Chair – SMART

Vice Chair is nominated and elected by SMART every second year.

Past Chair

Upon completion of the two year term, the Chair assumes the position of Past Chair

Technical Director – is a permanent paid position reporting to the Chair and will be recruited as required.

Standards Organization Coordinator – is nominated and elected every third year and serves a three (3) year term.

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Treasurer is nominated and elected every second year on alternate years as the Chair; the Treasurer serves for two (2) years.

Secretary is nominated and elected every second year, on the same rotation as the Chair; the secretary serves for two (2) years.

Stake Holder Members are nominated and elected every second year and serve two (2) year terms. Half of the Stake Holder Members are elected in alternate years. A Stake Holder Member should be a member of the stake holder group and should have the support of the stake holder group to be their representative on the Standards Committee. The term of service of a Standards Committee member may be reduced by a majority vote of the Standards Committee. Members of the Standards Committee must be members of the Surface Mining Society.

Where a Standards Committee Governing Council member position is added to the board between Annual meetings, the Standards Committee Governing Council may appoint a member of the Society to fill the position until the position is voted on.

A Standards Committee Governing Council position may be added or deleted by a majority vote of the Standards Committee.

Article 8 - Vacancy

A vacancy on the Standards Committee Governing Council for any reason may be filled for the remaining term through an appointment by the majority vote of the Governing Council.

Article 9 - Finances

The financial assets of the Standards Committee will be held by the CIM National.

Funds from the Society's account may be withdrawn by the Treasurer or by any other member of the Governing Council given signing authority, if countersigned by the Treasurer or the Chair.

Article 10 - Business Meetings

The Standards Committee shall hold meetings every four months, at a minimum.

The Chair, or designate thereof may call a business meeting at any point in time.

Article 11 - Annual General Meeting

The Annual General Meeting of the Standards Committee shall be held to coincide with the Annual Meeting of the CIM.

The Secretary shall notify the membership of the time and location of the Annual General Meeting.

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Motions to be put to vote at the Annual Meeting must be forwarded in writing to the Secretary and received thirty (30) days prior to the meeting.

Article 12 - Quorum

A quorum of the Standards Committee consists of seven (7) members of the Governing Council including the Chair or Vice-Chair.

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Work Plan

1. Formal approval and establishment of Standards Committee CHARTER
2. Initial staffing of Standards Committee governing council positions
3. Technical Director Job Description and Organizational Reporting
4. Determine Funding Structure
5. Funding Strategy and Plan
6. Communication and Publication Strategy and plan
7. October Meeting Plan
8. Committee Startup Plan
9. Existing Standards Group Investigation, Assessment, and Plan
10. OEM onboard intelligent interface Investigation, Assessment and Plan
11. Establishment of existing SMART standards
12. Surface Mining Industry Operational, Engineering, and Maintenance Definition Standards
13. Research on mobile equipment single operator interface