

ASME-DSCD Operating Guide

This document is intended as a supplement to the Division Bylaws, Strategic Plan, and Roster (which includes the names of all current and recent past officers & committee members).

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1. Background

DSCD was founded in 1943 with a focus on instruments and regulators, and has since broadened its scope to dynamic systems and automatic control.

The mission of the Division is defined in the strategic plan. The major activities of the Division are defined in the Bylaws, with elaboration in this operating guide.

2. Executive Committee (ExComm)

The Executive Committee consists of 5 elected voting members plus two appointed non-voting members. Each elected voting member serves for 5 years, first as a junior incoming member, then as senior incoming member, Vice-Chair, Chair, and Past Chair.

A summary of the duties are as follows, where detailed information follows:

Position	Responsibility	Activities	Update to ExCom*
Past Chair	Nominations		As needed
Chair	Strategic Issues	Ex: MOUs, Memberships, Fellow Nominations	As needed
Vice Chair	Publications and Strategic Plan	Conferences (e.g., support publicity of division-related conferences, awards, etc.); Journals (Align division activities with journal goals; discuss special sessions, new initiatives; facilitate submissions); CEB (Quarterly meetings); Strategic Plan; and Nyquist Lecturer	Every 2 months
Senior Member	Communications and Publicity	Newsletter, Website, Publicity, forums/workshops, PodCast and other initiatives (interface activities with Journals and TCs); Update Operating Guide	Every 2 months
Junior Member	Technical Committees and DEI	Meet with TCs quarterly; work with other ExCom members; New grassroots initiatives (Feed to forums, CEB, AE nominations); DEI	Every 2 months

* The updates to ExCom can be more frequent as needed. Secretary to create a timeline for reports to ExCom

2.1 Members and Duties

2.1.1 Chair

The Chair is responsible for providing leadership and vision to the DSCD. They also oversee the day-to-day operations of the DSCD, with the assistance of the Secretary. The Chair is also the main interface to ASME and other divisions and societies. The Chair shall attend TEC Sector meetings including the Assembly of Divisions. If unable to attend, the Chair should designate another member to attend. The Chair (or the designee) shall report to the ExCom about the information shared and actions taken at these meetings.

At the regular meeting of the ExComm, the Chair should request updates from the ExComm on both regular and strategic initiatives.

2.1.2 Vice Chair

The Vice Chair is in charge of new initiatives and oversees technical publications, as well as

- Reviews, updates, and oversees the Strategic Plan;
- Implements (or coordinates the implementation of) some part(s) of the Strategic Plan; and
- Selects the Nyquist lecturer as described in Section 5.2.4.

2.1.3 Past Chair

The Past Chair's primary duty is to serve as Chair of the Nominating Committee, see Section 3.3. The Past Chair is also responsible for preparing the ballot for electing the incoming ExComm member as described in Section 2.2.

2.1.4 Junior Member

The Junior Incoming Member is responsible for reporting on the Technical Committee activities at the Division meetings and advocates in support of Diversity, Equity, and Inclusion (DEI). Specifically, they

- Solicit TC chairs to nominate at least two tenured members from their respective TCs to serve as Associate Editors for the journals managed by the DSCD;
- Serve as a liaison to the TC leadership for member activities and supporting the activities to meet the mission of the Division; and
- Serve as a dedicated advocate in support of Diversity, Equity, and Inclusion (DEI) across all division activities, for example:
 - Leadership positions;
 - Student activities;
 - Member recognition; and
 - Member recruitment.

2.1.5 Senior Member

The Senior Member is responsible for reviewing and updating, if necessary, the DSCD Operating Guide annually. Additionally, their activities may include, but not limited to:

- Membership and marketing activities;
- Young members activities;
- Student affairs; and
- Communication activities that include the DSCD website, newsletter, and PodCast Series.

Some of these tasks are mandatory, and if not performed by the Junior and Senior members of the ExComm, will need to be handled by the Chair and/or Vice Chair or delegated to an Ad-Hoc Committee(s).

2.1.6 Secretary

The Division Secretary is appointed by the ExComm for a 3-year term, and has no voting rights, but works closely with the ExComm assisting with daily division operation, keeping and disseminating ExComm meeting minutes, distribution of electoral information and working with the Vice Chair to handle the voting of the incoming ExComm member, and maintaining all DSCD documentation and its list server. The Secretary receives a small budget that can be used to hire an assistant.

The secretary maintains and updates the “job description” of the secretary, to facilitate transition.

The secretary maintains lists of all current (and recent past) volunteer members of committees in the DSCD Roster.

ASME maintains the DSCD membership roster and member contact information. The ASME TEC Operations Manager can send emails to the community on behalf of the ExCom.

2.1.7 Treasurer

The Division Treasurer is appointed by the ExComm for a 3-year term, and has no voting rights, but works closely with the ExComm to oversee the DSCD finances, approve expenditures, create the Annual Plan required by ASME and report the financial status at ExComm meetings.

The treasurer maintains the operating fund of the Division, and is responsible for providing the required financial report at the Division meetings and to ASME as required.

2.2 Election Process

The Past Chair is responsible for conducting the election of the new ExComm member. He/she should request that the Secretary handle the electronic distribution of the election material and collection and counting of votes.

Nominations for the new ExComm member should be solicited in the November/December timeframe, and the election process handled in sufficient time

(e.g., in January/February) for the new member to become acquainted with the ExComm activities, and take over on July 1.

The electoral body for the election of the new Executive Committee member is defined in the Division Bylaws.

An electronic ballot should be prepared with the nominees' names and short biosketches, emphasizing especially their contributions to the Division. The ballot should be distributed electronically to the electoral body at least two weeks prior to the voting deadline. The elections are internet-based and the results should be reviewed by the Nominating Committee.

In the case of more than two candidates, the winner must receive at least 1/3 of the votes cast. If no candidate receives more than 1/3 of the votes in the first round, a second round of voting will be called with only the top 3 vote-getters from the first round on the ballot.

2.3 Meetings

In addition to the Division meetings at ACC and MECC, the Chair (or Secretary) should schedule regular teleconferences for the ExComm members, to handle routine business and voting matters. The teleconferences should be held at least monthly, if possible.

The ExComm should meet face-to-face at the ACC and MECC.

Division meetings are held twice each year: at the ACC and the MECC. Traditionally, this public meeting is in the evening of the first day of the conference (Monday or Wednesday). An ExComm meeting is held in the afternoon, and the Chair of the ExComm usually takes the entire ExComm and a few selected Division members out to dinner in between the two meetings.

3. Standing Committees

The Chairs of all committees shall submit written reports of their committees' activity to the Secretary of the Division at the close of the administrative year of the Society and at other times if requested by the Chair of the Division (traditionally, these reports are requested for presentation at the ACC and MECC meetings of the ExComm). Oral presentation of the reports at the public meetings is traditional.

Members are able to serve on the same committee again after a year of absence.

3.1 Honors Committee

The Honors Committee determines the recipients of the DSCD awards that are described in Section 7.

The Honors Committee also nominates ASME-DSCD members for AACC and IFAC awards.

Currently there are 7 members, each serving a 3-year term, with 2-3 members appointed each year. The terms of the committee members will be from November 1st until October 31st. It is suggested that a past Oldenburger medalist should be represented on this committee.

The Honors Committee deals with conflict of interest cases as stated in Section 9.

There are three major activity periods for the Honors Committee:

1. The Division Awards nominations are due by June 30th, and the committee votes on the packages in July.
2. Nominations for the Kalman Best Paper Award come from the Journal office in early June. The committee evaluates and determines the best paper during the 2-3 weeks after the nominations are received.
3. Society award nominations (specifically the Oldenburger Medal) are due in mid-January. The committee produces a finalist by mid-February.

The Chair of the Honors Committee sends out all of the nomination packages as email attachments, and requests votes by email. If the voting is very close then a second round of voting is held with the top nominees from the first round.

3.2 Bylaws Committee

The committee shall consist of one or more members each of whom shall serve not more than three consecutive years on the committee. The committee shall be charged with interpreting the Bylaws of the Division and with maintaining them in accordance with the Bylaws and Policies of the Society. The committee shall review, and rephrase if necessary, all proposed amendments to the Bylaws in accordance with Article XII of the Bylaws.

3.3 Nominating Committee

Traditionally composed of the last 4 Past Chairs of the division, although according to the bylaws the only requirement is that there be three members of the Division. The most junior member (Past Chair) is the chair. This committee generates nominations for non-elected division offices. The nominating committee should seek input from the Division members, and in particular from TC chairs.

3.4 Advisory Committee

Traditionally composed of the past 4 Past Chairs of the division, although according to the bylaws the only requirement is that all members have served as Chairs of the ExComm. The most senior member is the chair.

The Advisory Committee can be consulted by the ExComm for advice on any matters arising, such as feedback on policy recommendations or precedents. If desired, the ExComm may invite the Advisory Committee to attend an ExComm meeting and participate in a review of the strategic plan.

3.5 Division Representatives

The Chair of the ExComm shall appoint division representatives based on nominations produced by the Nominating Committee prior to January 1 of each year with the advice and consent of the ExComm. Currently, these representatives include:

- DSCD Director to AACC and Alternate: 4 year term (2 years as Alternate followed by 2 years as Director)
- DSCD Conference Representative and Alternate: 2 year term (1 year as Alternate followed by 1 year as Representative). The DSCD Conference Program Representative mainly helps logistic arrangement and coordination for Division and TC meetings at the ACC and MECC. He/she also reports the DSCD technical program activities at each year's ACC to the DSCD Executive Committee and the DSCD members. The DSCD Conference Program Alternate helps the Representative for the first year and becomes the Representative in the second year.

3.6 Other Division Officers

The Chair of the ExComm shall appoint division officers based on nominations produced by the Nominating Committee prior to January 1 of each year. Currently these officers include:

- DSCD Webmaster and Assistant Webmaster, see Section 6.3
- DSCD Newsletter Editor and Associate Editor(s), see Section 6.4
- Conference Editorial Board Chair, see Section 5.8
- Student Travel Grant Coordinator, see Section 5.9

4. Ad-Hoc Committees

The Division chair can establish ad-hoc committees that are not listed in the bylaws.

5. Conferences

[DSCD](#) ExCom shall work with their ASME staff contact (TEC Operations Manager) on co-sponsorship agreements

5.1 Interacting with ASME for conference approval

Co-Sponsored Conferences

Note that full disclosure of dual membership in ASME and any co-sponsor organization and other potential conflict of interest ([see also Society Policy P-15.8, Conflicts of Interest](#)) must be disclosed to the TEC Operations Manager, who will bring it to the attention of ASME Legal staff – at least the General Chair should disclose, possibly others with decision-making authority.

Note that no contracts can be signed on behalf of ASME. DSCD volunteers cannot sign contracts, such as with the conference hotels on behalf of ASME. ASME must be involved and they sign the contracts.

DSCD Conference(s)

If DSCD wishes to sponsor an ASME Conference, the ExComm or their designated Task Force, will work with the TEC Operations Manager to seek approval from the TEC Sector Council. The Council may require a business plan be developed for this approval process.

5.2 Nyquist Lecturer

The Nyquist lecture is presented at one of the DSCD's co-sponsored conferences, and is chosen by the ExComm member who will be Division Chair when the lecture is presented. The timeline for choosing the Nyquist Lecturer should be no later than as follows.

March: The vice chair (who will become chair in July) seeks suggestions from the DSCD members

April: The chosen lecturer is invited

June: Get title and abstract of talk from the Nyquist Lecturer and send to General Chair and Program Chair of the conference where it will be presented for posting at the website and including in the printed program.

5.3 Best Student Paper Award

The conference Program Chair is in charge of the Best Student Paper Award, but this task may be delegated to the Student Program Chair. The process should start right after papers are accepted (e.g., at ACC), and finish at least two months before the conference. Procedure for the selection can be as follows:

- Nominations should be requested shortly after the paper deadline (submission, not acceptance).
- Use the reviews to select approx. 10 papers from the ones nominated immediately after the papers are accepted.
- Have a group review them and finalize the top four (this group could be the Program Chair + 2-3 PC members).
- Inform the four student finalists of their selection.
- Form a panel of three judges (may be the same committee).
- Work with the Program Chair to schedule a special presentation for the judges by the four finalists (typically morning of first day of the conference).
- Send the list of finalists (typically four) to the Secretary who will provide it to ASME for the printing of certificates, preferably 2 months before the conference.

5.4 American Control Conference (ACC)

ASME-DSCD is a member of AACC (the US national member association of IFAC) which sponsors the annual ACC. See <http://a2c2.org> Appointment of GC, PC of ACC is handled by the AACC board of directors; DSCD has a Director of AACC as described in Section 3.5. ACC is held annually in the summer (usually in June) and rotates around the country from West Coast to Midwest and East Coast (although the geographic designations are approximate).

There is a DSCD Conference Representative and Alternate as described in Section 3.5. They give a report of the ACC at the Division meetings, and coordinate with the ACC Local Arrangements Chair for the DSCD meetings at ACC (room reservations for ExComm and TC meetings, possibly a DSCC PC meeting, etc.).

5.5 Modeling, Estimation, and Control Conference (MECC)

ASME-DSCD is a member of AACC (the US national member association of IFAC) which sponsors the annual MECC. See <http://a2c2.org> Appointment of GC, PC of ACC is handled by the AACC board of directors; DSCD has a Director of AACC as described in Section 3.5. MECC launched in 2021 and is held annually in the fall (usually in October).

There is a DSCD Conference Representative and Alternate as described in Section 3.5. They give a report of the MECC at the Division meetings, and coordinate with the MECC Local Arrangements Chair for the DSCD meetings at MECC (room reservations for ExComm and TC meetings, possibly a DSCC PC meeting, etc.).

5.6 Advanced Intelligent Mechatronics (AIM)

The conference on Advanced Intelligent Mechatronics is technically sponsored by the IEEE Robotics and Automation Society (RAS), IEEE Industrial Electronics Society (IES), and ASME Dynamic Systems and Control Division (DSCD). The conference is also the flagship conference of the IEEE/ASME Transactions on Mechatronics. It started in 1997 and is now held annually (in the summer) and often internationally.

5.7 International Symposium on Flexible Automation (ISFA)

The International Symposium on Flexible Automation (formerly the Japan-USA Symposium on Flexible Automation) is held bi-annually in even years. The conference venue originally rotated between Japan and the US but now may include other countries.

5.8 Other DSCD Co-sponsored conferences

Conferences that are interested in co-sponsorship by ASME-DSCD must have an active DSCD member as conference liaison (can be the conference general chair but need not be). A short proposal should be submitted to the Executive Committee for consideration including the following points:

- (1) Description of conference topic and how it relates to the DSCD field of interest.
- (2) Publicity plan -- modes and timing, what is the plan to attract participation from the broad DSCD community.
- (3) Technical program plan -- how will the submitted papers be reviewed (and by whom), how will a high technical quality of the conference program be ensured, what experience does the technical program committee have in paper selection for international conferences. How will the proceedings be published, what are the plans for copyright, distribution, etc.
- (4) Organization plan -- how will the conference logistics and finances be managed, how much experience does the organizing committee have in organizing prior conferences. Demonstrate that a high-quality event organization can be expected, so that participants will be satisfied.

If the DSCD agrees to co-sponsor the conference, the ExCom should work with the ASME TEC Operations Manager on a co-sponsorship agreement.

5.9 Conference Editorial Board

The DSCD conference editorial board (CEB) is the conference paper review committee papers submitted to ACC under ASME.

Members serve for a term of 3 years, renewable for an additional term of 3 years (but not allowed to serve more than 2 terms). Every year, a third of the board will be up for renewal or nomination for new members. The chair of the CEB is responsible for nominating good outgoing editorial board members that are tenured to serve as Associate Editors on journals managed by the DSCD, (see Section 6).

New CEB members are suggested by the CEB chair, and then approved by the ExComm.

The Chair of the CEB is nominated by the nominating committee and approved by the ExComm for a 3-year term that ends after DSCC.

5.10 Student Travel Grant Coordinator

Appointed by ExComm for a variable term (typically 2-3 years)

We allocate \$25K for student travel to DSCC and \$8000 for ACC (to be administered by the student travel grant coordinator). These funds are dispersed to the students by the Student Travel Grant Coordinator. Students with accepted papers apply for the grant; for ACC, reimbursement is coordinated with the ACC Student Affairs Chair.

5.11 Student Travel Support Statement

The DSCD executive committee will consider student travel grant support requests, of up to \$5000, for conferences that the division has a financial interest (excluding ACC) or the division is sponsoring (technically and/or financially) and are held overseas. Students receiving support from this grant must be presenting a paper at the conference for which travel support has been requested, be a coauthor of the paper, and must be sponsored and/or supervised by a primary member of the division, who should preferably be also a coauthor of the paper. At most 50% of the student's travel expenses can be supported by the travel grant. The individual who requests the travel grant on behalf of the conference will be responsible for administering the grant, maintaining necessary records of the distribution of the funds and providing the necessary accounting material to the division's treasurer when requested.

6. Journals and Other Publications

6.1 Journal of Dynamic Systems Measurement and Control

Editor is appointed by ExComm for a term of 5 years.

Associate Editors are nominated by the Editor, and approved by the ExComm, on an as-needed basis.

6.2 IEEE/ASME Transactions on Mechatronics

The Division operates the *IEEE/ASME Transactions on Mechatronics* in collaboration with IEEE-RAS and IEEE-TIE.

There is an IEEE/ASME TMech Management Committee. This committee has 2 DSCD members (plus 2 members from each of the sponsoring IEEE societies) each serving 2 years, with a term of Jan. 1 – Dec. 31. They approve the Editors and Associate Editors of the Transactions.

6.3 ASME Letters in Dynamic Systems and Control

The Division operates the *ASME Letters in Dynamic Systems and Control*. The Editor is appointed by ExComm for a term of 5 years. Associate Editors are nominated by the Editor, and approved by the ExComm, on an as-needed basis.

6.4 Journal of Autonomous Vehicles and Systems

The Division operates the *Journal of Autonomous Vehicles and Systems*. The Editor is appointed by ExComm for a term of 5 years. Associate Editors are nominated by the Editor, and approved by the ExComm, on an as-needed basis.

6.5 Webmaster

Appointed by ExComm for a 4-year term, July 1 to June 30. The first two years the appointee serves as an assistant to the Webmaster and then the next two years the appointee serves as the Webmaster.

6.6 Newsletter Editor and Associate Editors

Appointed by ExComm for a 3-year term, July 1 to June 30. The appointee is the Assistant Editor for one year, the Associate Editor for one year, and then the Editor for one year.

The DSCD Newsletter Editorial Office consists of one Editor and two Associate Editors (AEs). The Editor takes the overall responsibility to publish the Division's news, activities, updates, announcements etc. in the Newsletter that is published and distributed among DSCD members twice a year. The AEs mainly help the Editor to publicize and disseminate call for contributions, collect and edit reports for the Newsletter.

6.5 Podcast Producers

Appointed by ExComm for 2-year term, July 1 to June 30. The team consists of 4 members, where the mission of the ASME DSCD Podcast Series is to promote communication among Division members and facilitate outreach to the broader community. The Producers are responsible for 1) identifying podcast topics and featured guests, 2) developing and refining interview questions, 3) conducting and recording interviews, 4) editing the recordings and disseminating the episodes. One producer, assigned by the ExComm with input from the entire set of producers, will be coordinating the production of podcast episodes. The frequency of the episodes will be at least monthly.

7. Honors & Awards

Nominees selected for the Awards must have been primary members of the DSCD for at least 5 consecutive years prior to receiving the Award and have been an active contributor to the DSCD. Nominations for the other Division Awards will consist of a cover letter of not more than two single spaced typewritten pages in 12 point font from the nominator detailing why the nominee meets the criteria for the Award and a CV or resume of the nominee. This should be sent to the [Chair, Honors and Awards Committee](#), such that they are received no later than 5:00 p.m. on June 30th of each year. Nominations are valid for up to three years after they are received. A person can be re-nominated (with a new nomination) after this time.

7.1 Rufus T. Oldenburger Medal

Prestigious Society award for lifetime achievements in automatic control, given annually at a DSCD co-sponsored conference. Winner receives \$2000, a plaque, travel expenses, and conference registration fee. Nomination for the society Rufus T. Oldenburger Medal requires three reference letters, each of which may be signed by multiple people.

7.2 Henry M. Paynter Outstanding Investigator Award

DSCD member who has demonstrated sustained outstanding research contributions, either basic or applied. Given bi-annually in even years at a DSCD co-sponsored conference. Winner receives \$750 plus a plaque.

7.3 Michael J. Rabins Leadership Award

DSCD member who has demonstrated sustained outstanding leadership contributions to the DSCD, to ASME, and to fields of interest to the DSCD. Given bi-annually in even years at a DSCD co-sponsored conference. Winner receives \$750 plus a plaque.

7.4 Charles Stark Draper Innovative Practice Award

DSCD member for either excellent sustained contributions or for an outstanding major, singular contribution in innovative applications of dynamic systems, measurement, or control in engineering practice. Given bi-annually in even years at a DSCD co-sponsored conference. Winner receives \$750 plus a plaque.

7.5 Yasundo Takahashi Education Award

DSCD member for either excellent sustained contributions or for an outstanding major, singular contribution to education. Given bi-annually in odd years at a DSCD co-sponsored conference. Winner receives \$750 plus a plaque.

7.6 Outstanding Young Investigator Award

DSCD member who will not have reached his/her 40th birthday until after the date the award is scheduled to be presented, and who as a mechanical engineering professional, has demonstrated outstanding research contributions. Given bi-annually in odd years at a DSCD co-sponsored conference. Winner receives \$750 plus a plaque.

7.7 Rudolf Kalman Best Paper Award

For the best paper in the JDSMC. Given annually at a DSCD co-sponsored conference. Winner receives \$750 plus a plaque.

7.8 Nyquist Lecture

Not formally an Award of the Division, but rather a Lecture that is presented at a DSCD co-sponsored conference. See Section 5.2.4. Winner receives \$500, a plaque, travel expenses, and conference registration fee.

8. Technical Committees

Technical committee existence, dissolution, and merging is discussed in the bylaws.

The ExComm should meet with the TC Chairs annually to determine the TC goals for the year and any resources needed. Part of the ExComm meeting before the division meeting at ACC and MECC could be allocated for this discussion. Each TC can request a budget of up to \$2K annually for TC activities.

DSCD currently has 6 TCs as described below. The TC chairs are responsible for nominating at least two tenured members from their respective TCs to serve as Associate Editors for the journals managed by the DSCD. The TCs are also encouraged to write review articles in their areas of interest.

8.1 Automotive and Transportation Systems

TC Interests include: Engine/powertrain dynamics/control, Vehicle dynamics/ control, Fault detection and diagnosis in vehicles, Sensing/actuation, and autonomous vehicles, automated highway, and intelligent transportation systems, alternative Propulsion/Energy Storage Systems, Vehicle Active and Passive Safety Systems, Integrated Driver/Vehicle/Environment Sensing and Control.

The Automotive and Transportation Systems TC annually gives an ATS-TC ACC Best Paper Award and an ATS-TC DSCC Best Paper Award.

8.2 Mechatronics

TC Interests include: Embedded control systems, Sensors and Actuators, Smart materials, Medical Systems, and Micro-electrical mechanical systems (MEMS).

The Mechatronics TC annually gives Awards for the Best Paper in Mechatronics and the Best Student Paper in Mechatronics.

8.3 Robotics

TC Interests include: Design and Modeling of Robotic Systems; Control Applications in Robotics; Mobile Robots and Mobile Robot Collectives; Robot Applications; Biomimetics, Bio-mechanical, humanoid robots, human-machine interface, Assistive Robotics, Orthotics and Prosthetics, Haptics and teleoperation.

The Robotics TC annually gives a Best Paper in Robotics Award and a Best Student Robotics Paper Award.

8.4 Vibrations

TC Interests include: Structural Vibration Control; Smart Structures; Sensing, Monitoring and Damage Mitigation; Isolation Systems; Dynamics and Vibration Control Education. The Vibrations TC gives a best paper award annually.

8.5 Bio-Systems and Health Care

The interests of this TC include Dynamics of Biological Systems, Medical Intervention and Control of in vitro and in vivo Systems, Rehabilitation and Motor Control, Medical Equipment and Bio-Instrumentation, and Non-medical Applications of Biological Phenomena, Effects, and Processes. The current leadership of this TC can be found online at <http://www.asme-dscd.org/dscd-technical-committees/bio-systems-tc>.

The Bio-Systems and Health Care TC gives a best paper award annually.

8.6 Energy Systems

The areas of interest include but are not limited to: (A) Mechatronics for generation, storage, conversion and efficient utilization of energy, (B) Alternate energy paradigms such as renewable, electrochemical, electromechanical, (C) Integrated hybrid energy systems (D) Distributed energy, energy networks.

The Energy Systems TC annually gives an Energy Systems Best Paper Award – ACC and an Energy Systems Best Paper Award – DSCC.

9. DSCD as Part of the Larger Community

9.1 ASME TEC Sector

The ASME Board of Governors assigns oversight of Divisions to the Technical and Engineering Communities (TEC) Sector. The TEC Sector Council leadership, including its Senior Vice President, will provide oversight to the division to include:

- a. Approval of, and revision to, the formation and scope of Divisions;
- b. Ensuring that Divisions operate within the pathways of engagement established by Sector, as well as this operation guide;
- c. Consolidation or dissolution of Divisions if deemed necessary by the TEC Sector
- d. Division volunteers may be removed for cause by a two-thirds majority vote of the TEC Sector Council, after careful and informed consideration, if such a need is clearly indicated. Contested removals may be appealed to the ASME Board of Governors.

9.2 American Automatic Control Council

See <http://a2c2.org>. The two purposes of AACC are to:

1. Represent the US as the National Member Organization of IFAC
2. Organize the American Control Conference

They also give out some awards. Current members of the AACC include AIAA, AIChE, ASCE, ASME-DSCD, IEEE-CSS, INFORMS-APS, ISA, SCS, and SIAM. The DSCD appoints one of the Directors of AACC as noted in Section 3.5.

9.3 DSCD Scholarly Activities

The DSCD executive committee will also consider requests for partial support of up to \$5000 for other scholarly activities based on availability of funds, merit of the proposal, and the number of DSCD student members impacted.

9.4 Industry Interaction

While the DSCD community largely consists of university faculty and students, we realize the importance of industry and the perspective industry brings to the research and practice of systems and controls. We encourage industrial members to attend the conferences outlined in Section 3 and we create special industrial sessions at these conferences. The DSCD community, especially through the TCs, is encouraged to develop other means of engaging industry.

10. DSCD Conflict of Interest Statement

A conflict of interest can be due to a personal or institutional association with the candidate or institution involved in the case being evaluated or voted on for Division or Society Honors/Awards. It is the responsibility of the members of the Honors Committee to notify the ExComm Chair of any possible conflicts of interest

10.1 Personal Conflicts of Interest

A person has a personal conflict of interest if he/she:

- Is a relative of the person who is being evaluated or voted on.
- Is either the former adviser or a Ph.D. student of the person who is being evaluated or voted on. The above two conflicts are life-long
- Is involved in a close collaborative research project or business venture with the person who is being evaluated or voted on. A joint publication constitutes a conflict of interest of this type. The conflict of interest ends 12 months after the end of the collaborative project or business venture, or the date of publication of the joint work.

10.2 Institutional Conflict of Interest

A person has an institutional conflict of interest if he/she:

- Is currently a member of the same institution (i.e. university campus, company) as the person being evaluated or voted on. This rule applies if the person has been associated with the institution during the last 12 months or is seeking an employment in that institution.
- Has a significant current or potential financial involvement in the institution or business under consideration.

10.3 Prevention of a Conflict of Interest

The following procedures shall be followed to prevent the occurrence or appearance of a conflict of interest in the selection process for an ASME DSCD award. In all cases, ASME's [Conflict of Interest policy](#) takes precedent and should be referenced

If any member of the Honors Committee has a conflict of interest with one or more candidates being evaluated/voted on, the conflicted member will be excluded from participating in the selection process for that specific award, and may be replaced by a substitute who will be assigned as follows:

1. The Honors Committee chair must inform the ExComm of the conflict. The notification should be done with sufficient time so that a suitable replacement can be found in time to complete the award selection process. The Honors Committee can proceed to vote on the subject case as long as at least five (5) un-conflicted members are available to vote.
2. Upon receiving the notification, the ExComm will determine a suitable replacement of the conflicted member(s).
3. In the event that the Honors committee chair should be excluded from voting for an award, the committee vice-chair will handle the award selection process.
4. If both the committee chair and vice-chair have conflicts, the DSCD ExComm will assign an interim chair from among the remaining committee members, who will handle the award selection process.

10.4 Unresolved Conflict of Interest

The ExComm is responsible for interpreting and dealing with any COI issues not covered here. The ExComm may seek assistance for the ASME TEC Operations Manager for cases with significant COIs.

11. Revision Notes

11.1 April 20, 2011 (dmt)

Added some text about what the Advisory Committee can do

Deleted the DSCD rep. to ASME Conferences Committee; there is an SDG rep. to this committee, not a division level appt.

Deleted the DSCD Conferences Committee; we decided that this was just an extra level of bureaucracy and delay.

Removed the DSCD Rep. to ISFA. Either we should have reps to all of AIM, AVEC, ISFA, etc. or none.

Changed the DSCC Best Student Paper award to be the responsibility of the DSCC Program Chair (with possible delegation to the DSCC Student Programs Chair)

I removed the “blue text” from the DSCC section with more details about hotel contracts. If there will be a DSCC operating guide, this deleted text could go in there.

Slight revision of the ASME/IEEE TMech wording, this should be checked

Some updates to the TC descriptions based on feedback from the TC chairs.

11.2 June 13, 2011 (dmt)

Changed CA-1 form to EPAT to reflect new ASME WebTool

Added information about DSCD co-sponsorship of conferences

Updated publicity details for DSCC via PaperCept

11.3 June 29, 2011 (dmt)

Added the \$2K budget for TCs

11.4 June 27, 2012 (hp)

Student support for DSCC was increased from 15k to 25k per year. The IAB responsibilities and budget was also updated.

11.5 November 24, 2019 (rgl)

Removed references to ASME Leadership Training Conference (no longer exists), Modeling, Identification and Intelligent Systems TC (it was disbanded in 2016), custodian account (renamed segregated funds), PaperCept (it is not always used for DSCD conferences), annual Division report (no longer required), language regarding Industrial Advisory Board and Task Force on DSCD Research Frontiers as they do not currently exist, information about AVEC conference since we no longer interact with it, and Systems and Design Group (it is now the Design, Materials and Manufacturing Segment)

Renamed junior ExComm members as junior incoming member and senior incoming member, and defined their roles

Updated responsibility of Conference Editorial Board chair to nominate good outgoing editorial board members to serve as Associate Editors on journals managed by the DSCD

Updated appointee schedules for the Newsletter Editor and the Webmaster, and inserted a small description of their roles, provided information regarding the Honors and Awards Committee, and gave information on number of reference letters for Rufus T. Oldenburger Medal.

Updated details regarding the Technical Committees and added responsibilities to recommend Associate Editors for the journals managed by the DSCD and to write review papers in their committees' areas of interest, details on DSCC operation, and information on Interacting with ASME for conference approval

The starting and end dates of Honor and Award Committee members was specified and details regarding division awards were given

Renamed DSCD Representative to be DSCD Conference Representative and expanded roles to both ACC and DSCC

Added DSCD Scholarly Activities and Industry Interaction to the Section DSCD as Part of the Larger Community

11.6 July 6, 2021 (Kam Leang)

- Added new PodCast Series Producers committee
- Added table for ExComm member duties/responsibilities

11.7 August 22, 2023 (Barbara Zlatnik, Kam Leang, Marcia O'Malley)

- Updated language referring to DSCC to be MECC
- Included ASME TEC sector information