

How **TMC** Works For You

*...a guide for putting TMC
membership to work for you.*

TECHNOLOGY &
MAINTENANCE COUNCIL
of
American Trucking Associations



Incorporating Revisions Through October 2020

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Comprised of a broad collection of experienced fleets, equipment suppliers and service providers, TMC is the only industry association that is focused solely on truck technology and maintenance.

Using their real world experience, members work together to create the industry's best practices in truck technology and maintenance to help improve trucking equipment and transportation efficiencies throughout North America.

How TMC Works For You

...a guide for putting TMC membership and meetings to work for you.

Welcome to TMC!

TMC's staff and leadership are glad to have you as a member. Please remember, this is your council. You deserve to get as much from your membership as you put into it, and we stand ready to help you in every way possible. The following information should help you understand how to make the most of your investment in TMC membership, as well as acclimate you to a TMC meeting and help with the follow-up material you'll be receiving. Again, welcome aboard!

How TMC Works for You

ATA's Technology & Maintenance Council (TMC) has a proud history many decades long in helping fleet professionals improve equipment, its maintenance and maintenance management. *So how does TMC work for you?*

With experienced professionals from a broad cross-section of fleets, equipment suppliers, educators and service providers, no other industry trade association matches the real-world experience and technical expertise of TMC's membership. *As a TMC member, that experience and expertise is at your fingertips.*

By providing leadership support and opportunities to collaborate, TMC helps members develop the industry's best practices that address the critical technology and maintenance issues that have the greatest impact on truck fleets. *That means reliable answers to the challenges you face everyday in this industry.*

For more than 60 years, TMC's member-driven Recommended Maintenance and Engineering Practices have been setting the standards that help trucking companies specify and maintain their fleets more effectively. TMC's industry best practices also provide guidance to manufacturers in the design of their equipment. *That means the Council's institutional knowledge on how to best specify and maintain equipment is at your disposal 24/7.*

TMC has grown into an organization of more than 2,300 members with representatives from virtually every sector of the industry, including fleets, owner / operators, manufacturers, suppliers, service providers, educators, press, association representatives and technicians. *That means we have the largest, most diverse group of maintenance and equipment experts available to help you answer whatever technical challenges your company might face.*

TMC's technical information is developed by consensus and is non-commercial. TMC members work hard to ensure that the solutions the Council provides are technically sound and not motivated by commercial bias. *This means you can trust what TMC says when using our information to improve your operation.*

TMC succeeds because of its volunteer membership. Without volunteers, the Council simply could not function. *This means your input is not only wanted, it is essential and you have numerous opportunities to contribute as well as benefit from TMC's rich tradition of technical excellence. This includes opportunities to chair committees, study groups, task forces*

and other industry groups that support the Council's mission.

TMC delivers a host of tangible member benefits that include publications, periodicals, technical resources, access to technical meetings and events, and other services designed to make you better at your job in commercial vehicle specification and maintenance. *That means there are lots of tools in the TMC tool box that members can leverage to get things done the right way.*

TMC's professional staff serve as a conduit to all of the services and opportunities that await you as Council members. *That means you can consider TMC staff as an extension of your own team, helping you find solutions and make connections.*

TMC members enjoy substantial discounts on meetings, products, and other services. *That means you save even more as a TMC member when you come to meetings, buy products or utilize TMC services.*

Now that we've discussed a few of the many ways TMC works for you, let's take a look at some specifics that pertain to your benefits.

Ten Tips to Make the Most Of Attending a TMC Meeting

TMC has two General Meetings each year:

- An Annual Meeting & Transportation Technology Exhibition in February or March, and;
- A Fall Meeting and National Technician Skills Competitions in September or October.

These are the largest events TMC holds, at

which full council business takes place over four or five days — e.g., meetings of task forces, study groups, committees, exhibitions, competitions, etc. Usually, these are in-person events; however, under certain circumstances they may be completely virtual or hybrid (in-person and virtual) events.

TMC also has a Summer Conference, typically held in June. This is a smaller event, typically only one or two days in length, which can be in-person, virtual, or hybrid. There are also webinars and other online events that may be held during the course of the year for educational or council business purposes.

Getting to a TMC General Meeting in person is a big commitment of your time and your company's money. To make the most of this, take advantage of these hints provided by long-time TMC attendees:

- **Participate** — Every TMC leader will tell you he or she gets more out of TMC by being an active participant. Pick at least one Study Group and volunteer your services to the Study Group Chairman. That's how every TMC leader gets started. If you have five or less years of experience in the industry, consider *TMC's Leaders of Tomorrow Program* which trains individuals to assume leadership roles within the Council.
- **Develop Contacts** — Talk to Full and Associate Members. If you're a first timer, start by visiting the people at TMC's Welcome & Help Desk who are there to help you get started on the right foot. There is also ample opportunity to make contacts during coffee breaks, between meetings and at social functions.

The person sitting next to you at lunch may tell you something that can save your company thousands of dollars. Everyone at TMC shares your concerns and sometimes your problems. These are people you can work with later via phone, text, email or TMC's social media and collaborative work platform — *TMC Connect*.

- **Arrive on Time**—Always try to arrive at a TMC General Meeting for the *first* day's business. That's when TMC's Task Force Meetings, Fleet Talk, Associates Meeting, Town Meeting and Fleet Operators' Forum are held — they should not be missed. Try to arrive the day before if you are working with a Task Force. That will give you some time to prepare. Once a TMC General Meeting gets underway, there isn't time for much else.
- **Come Prepared** — Bring your specific maintenance/equipment problems with you for discussion at the Fleet Operators' Forum. If it does not require a manufacturer solution, fellow maintenance managers have probably had — and solved — the same problem. If it hasn't been solved, TMC will help you solve it. A link to an online form is sent with your registration confirmation. Fill it out before coming to the meeting while the problems are fresh in your mind. Also, use the pre-meeting information about Technical Sessions and Study Group meetings. If the presentation is on paints and paint shop operations, talk to your paint shop to find out what kinds of problems they have. TMC attracts the best manufacturer

representatives in the industry. They will answer your questions authoritatively. A small investment of preparation before coming to a TMC meeting pays big dividends.

- **Ask Questions** — Raise questions during Technical Sessions and Study Group meetings. This generates worthwhile discussion and gets everyone more involved. If you don't understand something about TMC, grab an Officer (they're the ones wearing the red blazers). They're happy to tell you everything you need to know about TMC and how to make it work for you. After all, it's your organization. If it's not working for you, do something about it.
- **Take Notes** — TMC's Technical Journal — *The Trailblazer* — covers the official proceedings of the meetings, but you shouldn't depend on that to cover every last detail. Everything you hear at a TMC General Meeting will probably interest someone in your company even if it doesn't interest you directly. Take good notes, and give them to the people who work for you — also give them to the people you work for.
- **See Something in the Area** — TMC meetings happen all over the country. If you're a Full Member and we're meeting in Seattle for instance, try to visit the PACCAR proving grounds. This will enhance your job effectiveness, and provide your company with excellent contacts. Do something like that enough times and you'll soon have a broad industry perspective, making you even more valuable on the job. If you're an Associate Member, try to see

a fleet operation.

- **Observe Proper Etiquette** — Smoking is not permitted during TMC business sessions or meal functions. Please smoke only in designated areas. People who have worked to develop presentations deserve silence and your full attention. Please leave the room to conduct a conversation. Try not to enter and leave a meeting room unnecessarily during a meeting. Close doors quietly if you must leave.

What to Do When You Absolutely Can't Attend a TMC Meeting

Not everyone can attend every TMC General Meeting. If you miss one, use the following tips to get as much information as you can:

- **Read *The Trailblazer*** — a lot of people do a lot of work to produce *The Trailblazer*. Take advantage of this. You should receive it 8-10 weeks after a General Meeting in both print and electronic form. It covers every Study Group meeting and every Technical Session. Circulate this among interested departments in your own company. Past issues are archived on *TMC Connect*.
- **Call Other People** — Talk to the people who did attend. If you've developed good contacts while attending meetings, this is where it will pay off. Also ask them what kind of contacts they have made that might be useful to you.
- **Talk to TMC Staff** — If you need a referral to someone who made a presentation, the staff can steer you in the right direction.

Ten Most Frequently Asked Questions About TMC Membership and Activities

Q: *What's the relationship between TMC and American Trucking Associations (ATA)?*

A: ATA is TMC's parent organization. TMC is a self-supporting, technical council of ATA that maintains its own membership of individual industry practitioners that is separate from that of ATA's. TMC is an integral part of ATA that's dedicated to the improvement of equipment, its maintenance, and maintenance management. ATA is a national federation of U.S. trucking-related organizations that speaks as a united voice for the U.S. trucking industry.

Q: *What's the difference between a Full and an Associate Member?*

A: Full (fleet) Members of TMC are usually individuals whose primary responsibility is the maintenance of trucking fleet equipment. Associate Members are usually individuals whose primary responsibility is the design, manufacture, or sale of a product or service. There are several other categories of membership, too — e.g, Service Provider, Educator, Owner-Operator/Small Fleet, Technician and Student. For more details on TMC membership categories, refer the entries on these membership types in the "Glossary of TMC-Related Terms" section in this publication.

Q: *I have an equipment problem with some of my fleet's vehicles that I just can't resolve — even after consulting with my dealer, manufacturer, and supplier. How can TMC help me?*

A: Bring your problem to TMC's Fleet Operators Forum which is designed to help Full Members get solutions to what seem to be unsolvable problems. The Fleet Operators' Forum is held during the evening of the first day at every TMC General Meeting. You can bring up the problem in person at the meeting, or if you can't attend, call TMC staff directly and they'll make sure the issue is addressed.

Q: *How do I introduce my product to TMC and its members?*

A: TMC Associate Members have several means of introducing their products to TMC members. The best way is by reserving a booth at TMC's Annual Transportation Technology Exhibition — the nation's largest equipment exhibition that's specifically tailored for maintenance executives and managers. Advertising and/or submitting a technical article to TMC's *Fleet Maintenance & Technology Magazine* is another way Associate Members can reach TMC Full Members. TMC periodically offers other advertising and sponsorship opportunities as well. Contact TMC staff for details.

Q: *Can I get an electronic copy of TMC's Membership Directory for marketing purposes?*

A: We're sorry, but TMC's bylaws strictly prohibit the Council from making its membership list directly available to anyone for commercial purposes.

Q: *Why can't I always stay at the host hotel when I register for a TMC meeting?*

A: You can always stay at the host hotel

for a TMC General Meeting if you fully register early enough. TMC meetings are very popular, and the Council frequently must use overflow hotels to accommodate everyone who wishes to attend. If you register for a TMC meeting as soon as you get the registration and housing applications — which is usually at least two to three months before the meeting — chances are excellent that you will get accommodations at the host hotel.

Q: *How does TMC select its leadership?*

A: TMC's membership elects its Board of Directors through yearly elections. There are 15 Board members who serve staggered three-year terms. Full Members select 10 Full Member Directors, Associate Members select three Associate Member Directors, and Service Provider Members select one Service Provider Director. The Council's Executive Director — hired by ATA in consultation with the Board — also serves on the Board of Directors as its 15th member.

TMC's General Chairman appoints individuals to serve as Study Group Chairmen. Study Group Chairmen appoint Study Group Officers and Task Force Chairmen. For details, refer to TMC's *Operating Manual and Bylaws*.

Q: *As an Associate Member, how can I get a hospitality suite during TMC's Annual Meeting and Transportation Technology Exhibition?*

A: We're sorry, but TMC's bylaws prohibit hospitality suites during TMC meetings.

Q: *Do I have to be a Member to exhibit at TMC's Annual Exhibition?*

A: No, but there are several reasons why you should be a member if you plan to exhibit. Firstly, TMC Members get substantial discounts on booth prices. Secondly, TMC offers Members and previous exhibitors first crack at available booth space. The best exhibit space is usually sold out before opportunities are made available to non-member companies. And, thirdly, TMC Members may attend all TMC meetings at substantial discounts.

Q: *What's the difference between a Study Group and a Task Force?*

A: TMC Study Groups are ongoing committees that work to disseminate information and identify problems facing maintenance managers and equipment manufacturers. Task Forces are short-term subcommittees of Study Groups that work to solve specific problems — usually through the development of a Recommended Practice (RP) — and then disband.

A Final Word

An organization is only as good as its least-active member. You have to participate in TMC activities to make it work. This is your Council. Work with it, and you'll be a leader in your industry.

“A wise man will make more opportunities than he finds,” said philosopher Francis Bacon. TMC is opportunity waiting to be made.

Glossary of TMC-Related Terms

Administrative Coordinator — TMC staff member, reporting to the Executive Director, who supports the execution of Council activities.

Administrative Group — The combined TMC leadership consisting of Officers, Board of Directors and Study Group Chairmen. Meets twice during each General Meeting on first and last days of the meeting. All Technical Session topics are approved at this group's meetings.

Annual Meeting — The first General Meeting of each calendar year. At this meeting, new Directors and Officers are installed, and they begin their terms of office. (See "General Meeting.")

Associate Advisory Group — A formal group of Associate Members consisting of Recognized Associates. They act in an advisory capacity to the TMC Board of Directors.

Associates' Chairman — An elected chairman of the Associates Advisory Group.

Associates Meeting — A closed session for those meeting the requirements of Associate grade membership. This is usually held the evening of the first day of each General Meeting.

Associate Member — A TMC member whose primary responsibility is the design, manufacture or sale of a product or service. Associate Members also include representatives of associated equipment suppliers, federal and state agencies, other

conferences, councils, institutes, associations, and consultants whose activities are consistent with TMC's purpose. There are two levels of Associate Membership: Corporate and Multiple Members.

- **Associate Corporate Members** have voting privileges in elections for Board of Director Associate Member candidates. They are not permitted to vote on TMC Recommended Maintenance Practices, surveys, or matters of general Council business (i.e., amendments to Bylaws or Operating Manual). However, they can vote on Recommended Engineering Practices and comment on ballots of Recommended Maintenance Practices and selected surveys. These members are also allowed to vote when working on problems within a Task Force or Study Group in which they participate. Voting within a Task Force or Study Group is governed by the rule of "one company, one vote," regardless of the number of representatives from any one company or organization present. Associate Corporate Members are permitted to register to attend any TMC General Meeting, and receive free: a TMC membership director, a quarterly magazine, *The Trailblazer*, and selected TMC general mailings. Dues also include access to the Council's social networking and collaborative work online platform — *TMC Connect*.
- **Associate Multiple Members** do not have voting privileges in elections for Board of Director Associate Member candidates. They are not permitted to vote on TMC Recommended Practices,

surveys, or matters of general Council business (i.e., amendments to Bylaws or Operating Manual.) However, they can comment on ballots of Recommended Practices and selected surveys. These members are also allowed to vote when working on problems within a Task Force or Study Group in which they participate. Voting within a Task Force or Study Group is governed by the rule of “one company, one vote,” regardless of the number of representatives from any one company or organization present. Associate Corporate Members are permitted to register to attend any TMC General Meeting, and receive free: a TMC membership directory, TMC’s *Recommended Practices Manual*; a quarterly magazine, *The Trailblazer*, ATA’s newspaper of record *Transport Topics* and selected TMC general mailings. Dues also include access to the Council’s social networking and collaborative work online platform — *TMC Connect*.

Associates Operating Manual — This section of TMC’s *Operating Manual & Bylaws* contains the rules and procedures that govern matters pertaining to TMC’s Associate Members. See “Operating Manual.”

ATA — American Trucking Associations, Inc. ATA is the national federation of U.S. trucking-related organizations. The federation speaks with a united voice for the U.S. trucking industry. TMC is an integral part of ATA and maintains offices in the ATA headquarters building in Arlington, Virginia, and in Washington, D.C.

Audio-Visual Preview Room — Available at each TMC General Meeting for previewing presentations. Anyone making a presentation to TMC may use this facility to view and edit their graphic aids. It is also used by the TMC Technical Advisory Review Committee to preview all presentations. Make reservations to use this room at the TMC Welcome & Help desk.

Ballot — TMC members typically vote on two types of issues during each year. Full Members vote on acceptance of new Recommended Practices, and for Full Member representatives to TMC's Board of Directors. Associate Members vote for Associate Member representatives to the Board of Directors. Other ballots may be distributed regarding changes in TMC's Bylaws, and other Council matters.

Badges — TMC Registrants are given different color badges during a TMC General Meeting, depending on their level of membership or participation in the Council. Generally, there are seven types of badges:

- Yellow Badges — Full (Fleet and Editorial Press) Members / Attendees
- Blue Badges — Associate Members
- Orange Badges — Exhibit booth personnel (Annual Meeting Only)
- White Badges — Meeting Speakers, Guests, and TMC Staff
- Black Stripe — Service Provider and Educational Members
- Silver Metal Badges — Silver Spark Plug Recipients
- Bronze Metal Badges — Recognized Associates

Blue Badge — Associate Members are sometimes referred to this way because the

color of name badges they wear at TMC General Meetings is always blue. (See “Yellow Badge.”)

Board Nominating Committee — This committee is charged with recommending candidates for TMC’s Board of Directors. It is comprised of five (5) Full Members and two (2) Associate Members — all of whom are appointed by the Immediate Past Chairman.

Bylaws — The rules and regulations which govern TMC operation. Changes in TMC’s Bylaws require approval of a majority of TMC’s Manager/Executive level membership.

Chairman of Meeting Planning Committee — A TMC Officer who chairs all meetings of TMC’s Meeting Planning Committee. The Meeting Planning Committee is comprised of all TMC Directors and Study Group Chairmen. The Chairman of the Meeting Planning Committee is responsible for presentation content at all TMC General Meetings.

Chairman of Study Groups — A TMC Officer who chairs all meetings of TMC’s Study Group Committee. This is made up of Study Group Chairmen and Committee Chairmen with equivalent standing. The Chairman of Study Groups is responsible for the activity and production of all TMC Study Groups.

Closed Session — A TMC meeting to which access is somehow restricted. Task Forces may hold closed meetings to review and consider comments and discussions from open meetings and to develop recommendations for submission to the Study Group Chairman

and the Technical Director of the Council. Full and Associate Members, and TMC leadership also may hold closed sessions (i.e., Executive Committee Meetings, Associates' Meetings, etc.) Topics discussed in any closed session may not be reported outside the session.

Director — A member of TMC's elected Board of Directors. This Board consists of 15 Full Members, three Associate Members, one Service Provider Member, and the Executive Director of the Council.

Educational Member — A TMC member who is a member of an educational institution. These members do not vote on TMC Recommended Practices or surveys, Board of Director elections, or matters of Council business. However, these members are allowed to vote when working on problems within a Task Force or Study Group in which they participate. Voting within a Task Force or Study Group is governed by the rule of "one institution, one vote," regardless of the number of representatives from any one institution or organization present. Educational Members are permitted to register to attend any TMC General Meeting, and receive free: a TMC membership directory, TMC's *Recommended Practices Manual*; a monthly newsletter, a quarterly magazine, *The Trailblazer*, ATA's newspaper of record *Transport Topics*, and selected TMC mailings.

Executive Committee — a standing committee of TMC's Board of Directors comprised of all TMC Officers. The General Chairman and Treasurer serves as Executive Committee Chairman. The Committee may act in place and stead of the Board of

Directors between Board meetings on all matters except those specifically reserved to the Board by TMC's Bylaws.

Executive Director — a Council staff member who is the chief operating officer of the Council, and is responsible for implementing the Council's programs under the direction of the General Chairman and TMC's Board of Directors.

Exhibit — See "Transportation Technology Exhibition."

Failure Analysis Display — An event held occasionally during TMC's Fall Meeting in which TMC Associate Members display examples of failed components. No commercialism is allowed in the failure analysis exhibition area.

Fleet Adviser — This is TMC's official monthly newsletter.

Fleet Maintenance & Technology — TMC's official membership publication. The quarterly magazine offers TMC Associate Members the opportunity to advertise their product(s) at a special sponsorship rate per issue. Contact TMC's Information Manager for details.

Fleet Member — a TMC Full Member. See "Full Member"

Fleet Operators' Forum — This is usually held the evening of the first day of each General Meeting. Equipment issues raised at this meeting are subsequently presented to the appropriate manufacturer representative. Solutions are then presented at the Fleet

Operator's Forum Wrap-up Meeting later during the General Meeting.

Full Member — Full Members are individuals whose primary purpose is to select and/or maintain commercial motor vehicles and components for motor fleet operation, regardless of the type of vehicle or operation in which such vehicles are engaged. If the Full Member's company provides products or services to the commercial vehicle industry, they are prohibited from representing their company in a sales/marketing capacity at TMC meetings. There are several categories of Full Membership — and their associated rights and privileges — are:

- **Manager/Executive Full (Fleet) Member.** This membership category carries full voting privileges on Recommended Practices and surveys and task force activity; voting rights in elections for Board of Director Full Member candidates; and voting privileges regarding general Council business (i.e., amendments to Bylaws or Operating Manual.) Voting within a Task Force or Study Group is governed by the rule of one vote per company or organization represented, regardless of the number of representatives from any one company or organization present. Manager/Executive Full Members are permitted to register for the TMC General Meetings at a special rate, and receive free: a copy of the *Recommended Maintenance Practices Manual*, one copy of the TMC membership directory; TMC's *Recommended Practices Manual*; a monthly newsletter; a quarterly

magazine; *The Trailblazer*, access to ATA CyWatch and TMC / FleetNet Vertical Roadside Breakdown Benchmarking Reports, ATA's newspaper of record *Transport Topics* and all TMC general mailings.

- **Additional Full Member.** Additional Full Members have voting privileges when working on problems within a Task Force or Study Group. However, voting within a Task Force or Study Group is governed by the rule of one vote per company or organization represented, regardless of the number of representatives from any one company or organization present.

Additional Full Members do not enjoy voting privileges on Recommended Practices. They do enjoy voting privileges on selected surveys.

As membership benefits, they are permitted to register for the TMC General Meetings at the Full Member rate, and receive free: one copy of the TMC membership directory; TMC's *Recommended Practices Manual*; a monthly newsletter; a quarterly magazine; *The Trailblazer*; ATA's newspaper of record *Transport Topics*, and selected mailings. Additional Full Members do not vote in Board of Director elections, nor do they vote on matters of Council business such as amendments to Bylaws or the *Operating Manual*. Dues also include access to the Council's social networking and collaborative work online platform — *TMC Connect*.

- **Owner-Operator/Small Fleet Member.** This membership category does not vote on Recommended Practices and surveys, Board of Director elections, or matters of Council business. However, they are allowed voting privileges when working on problems within a task force or study group. Voting within a Task Force or Study Group is governed by the rule of one vote per company or organization represented, regardless of the number of representatives from any one company or organization present. Owner-Operator / Small Fleet Members do not receive a copy of the TMC membership directory. They are eligible to participate in selected surveys. They are permitted to register for TMC general meetings at the non-member rate, and shall receive free: TMC's *Recommended Practices Manual*, a monthly newsletter, a quarterly magazine, and selected TMC general mailings. Dues also include access to the Council's social networking and collaborative work online platform — *TMC Connect*.

(d) Editorial Press Members — Working editorial members of the trade press will be considered Full Members and will enjoy all the privileges of Full Membership with the exception of voting rights on Council Recommended Practices and surveys. This category does not include members of the trade press with publishing/sales responsibilities. Dues also include access to the Council's social networking and collaborative work online platform — *TMC Connect*.

Future Truck Committee — Made up of all TMC Officers, Directors and Study Group Chairmen and chaired by an individual appointed to a renewable one year-term by TMC's General Chairman. Meets with manufacturers to help them develop more maintainable, cost-efficient vehicles in the future.

General Chairman & Treasurer — The Chairman of the TMC Board of Directors and the highest ranking TMC Officer.

General Meeting — A meeting open to all TMC members. Three are held each year, and the geographical location changes to permit the widest possible attendance of all members. The Annual Meeting takes place in February or March and a Fall Meeting takes place in September or October. Each meeting customarily begins on Monday and ends on Thursday. During this meeting, Technical Sessions are presented, Study Groups meet, Task Forces meet and the Officers and Board of Directors meet to conduct Council business.

Immediate Past Chairman — A TMC Officer who served as General Chairman the previous year.

Information Manager — a Council staff member, reporting to the Executive Director, who is responsible for producing a variety of TMC publications, including *The Trailblazer*, the Council magazine, newsletter, etc. The Information Manager also serves as TMC's Trade Press and Social Media Liaison.

Industry Reference Guide — An annual TMC publication, distributed at TMC's Annual Meeting, that includes ATA, federal,

and state government address/telephone information, current Commercial Vehicle Safety Alliance Out-of-Service Criteria, and other trucking industry-related items of interest. The complete title of the publication is *TMC Exhibit Directory and Industry Reference Guide*.

Meeting Planning Committee — A standing committee consisting of all TMC Officers, Directors and Study Group Chairmen. This committee is responsible for developing and overseeing all General Meeting programming.

Meeting Evaluation — Evaluation forms are filled out rating all aspects of TMC General Meetings. Data is collected via the Council's mobile app, post-event online survey instrument, and onsite printed forms.

Meeting Mechanic — A TMC member volunteer who oversees the mechanical needs of each session. He or she supports session execution, adjusts lighting, keeps doors closed, helps with audio/visual/microphone control, etc.

Member Outreach Committee — This group helps TMC staff with membership and meeting promotional activities.

Membership Directory — A published listing of all TMC members. Each member is entitled to one, and a new directory is published in print and electronically each year. Members may purchase additional directories. These are not available to non-members, and they may not be used by anyone as a mailing list for commercial purposes.

Membership Manager — A Council staff member, reporting to the Executive Director,

who is responsible for all member services. He or she is available at the TMC Welcome & Help desk at every General Meeting.

Membership & Publicity Chairman — A TMC Officer responsible for all Council membership and publicity business. He or she is Chairman of the Membership & Publicity Committee.

Mini-Technical Session — A series of technical presentations on a related topic made as part of a Study Group meeting. This is on a smaller scale than a Technical Session made before the full Council. Frequently, these develop into full Technical Sessions.

National Technician Skills Competitions — See “TMC SuperTech.”

New Member/First-Timer Orientation Session — This session is held during the first day of every TMC meeting for first-time attendees. During this session, TMC leaders explain Council procedures and structure.

New Technology Presentation — A special session that may be held during the Fall Meeting only to keep Full Members current on new applications of technology in the areas of equipment and maintenance. TMC Associate Members make the presentations, and each is limited to 10 minutes. Usually this is a one-hour session, and there are five individual product presentations. A special TMC committee determines suitability of each product and its presentation.

Officer — Each TMC Officer is a member of the Board of Directors with specific responsibility for some important aspect of TMC operation. The General Chairman

is also the Treasurer. The Vice Chairman is the Chairman of the Meeting Planning Committee. Another Officer is the Chairman of Study Groups. The Chairman of Membership & Publicity is an Officer. The Immediate Past Chairman is an Officer with many specific duties. The Chairman of Associates is usually the Officer representing the Associate membership. TMC's Executive Director is also an Officer. The Officers are elected by the Board of Directors. For easy identification, Officers wear brilliant red blazers at all TMC meetings. Go to them for answers to any questions you have about any TMC or equipment-related issue.

Operating Manual — A working version of the official TMC Bylaws. This is updated as changes are voted upon by the membership and implemented. Current versions are posted for members on *TMC Connect*. TMC's Board of Directors may interpret or make changes to the *Operating Manual* as they see fit.

Peggy Fisher Study Group Leadership Award — This award may be given to a TMC member that has demonstrated: distinguished service as a Study Group Chairman for three (3) years; leadership in establishing new Recommended Practices; organization of outstanding technical programs; and that they have the respect of their peers.

Recognized Associate Award — Given to Associate Members or their companies in recognition of their contributions or achievements in support of TMC projects or service to the industry.

Recognition of Excellence in Maintenance Supervision — This award may be given

to nominated individuals who have demonstrated individuals who have demonstrated five (5) years work experience as a transport equipment maintenance shop supervisor directly supervising mechanics, a record of continuing education, and that they have the respect of their peers, senior management and subordinates.

Recommended Practice — A specification, the adoption of which is voluntary, which is used to assist individual carriers and equipment manufacturers in the purchase, design, maintenance, and performance of their equipment. There are two categories: Maintenance and Engineering.

RP — See “Recommended Practice.”

RP Manual — Short name for *TMC’s Recommended Practices Manual*. This is the publication in which all Recommended Practices are published. This is what a manufacturer will refer to when a buyer specifies a TMC Recommended Practice item in a vehicle specification. It is divided into two volumes — Maintenance and Engineering — by Study Group.

Sergeant-at-Arms Committee — TMC Sergeant-at-Arms enforce TMC policies and regulations pertaining to both General Meetings and Exhibitions.

Service Provider Members — Service Provider membership in this Council shall be open to any franchisee or distributor affiliated with an Associate Member company, and any truck or trailer repair shop engaged in the maintenance of commercial vehicles. These members are neither Full or Associate members, and shall feature a unique badge

color and designation. Categories of Service Provider Membership — and their associated rights and privileges — are:

- **Service Provider Corporate Member.** This membership category is permitted to vote on elections for Service Provider Board of Directors candidates; but does not have voting privileges regarding general Council business (i.e., amendments to *Bylaws*). They are permitted to vote on Recommended Maintenance Practices. However, they are not permitted to vote on Recommended Engineering Practices. Ballots of Recommended Engineering Practices and selected surveys shall be mailed to Service Provider Corporate Members for comment. Service Provider members shall be allowed to vote when working on problems within a Task Force in which they participate. Voting within a task force or study group shall be governed by the rule of one vote per company or organization represented regardless of the number of representatives from any one company or organization present. If the Service Provider member is listed in the *TMC Membership Directory* as a separate and unique business entity, then it is considered a separate organization for voting purposes. As membership benefits they are permitted to register for TMC general meetings at the member rate, and shall receive free: a copy of TMC's Recommended Practices Manual set; a copy of the TMC membership Directory; a monthly newsletter; a quarterly magazine; *The Trailblazer*, a *Membership Directory*, and other

selected TMC general mailings. Dues also include a *Transport Topics* subscription and access to the Council's social networking and collaborative work online platform — *TMC Connect*.

- **Service Provider Multiple Member.** This membership category shall have voting privileges when working on problems within a task force. However, voting within a task force shall be governed by the rule of one vote per company or organization represented regardless of the number of representatives from any one company or organization present. Service Provider Multiple Members do not enjoy voting privileges on Recommended Practices. However, ballots of Recommended Practices and selected surveys shall be mailed to Service Provider members for comment. As membership benefits they are permitted to register for the TMC general meetings at the Full-member rate, and shall receive free: a copy of TMC's *Recommended Practices Manual* set; a copy of the TMC membership Directory; a monthly newsletter; a quarterly magazine; *The Trailblazer*; and selected mailings. Service Provider Multiple Members do not vote in Board of Directors elections, nor do they vote on matters of Council business such as amendments to *Bylaws*. Dues also include a *Transport Topics* subscription and access to the Council's social networking and collaborative work online platform — *TMC Connect*.

Session Moderator — An individual who moderates a technical session or mini-technical session during a TMC General Meeting.

Sign Committee — Makes certain that signs used during all TMC General Meetings and Exhibitions are properly placed.

Silver Spark Plug — TMC's highest award for outstanding service to TMC and the industry. As many as five may be awarded each year. The recipients work in the Silver Spark Plug Group in an advisory capacity to the TMC Board of Directors. Anyone may nominate someone for a Silver Spark Plug. The Silver Spark Plug Committee selects candidates for this award annually.

Student Technician Member — This membership category does not vote on Recommended Practices and surveys, Board of Directors Elections, or matters of Council business. However, they are allowed voting privileges when working on problems within a task force or study group. Voting within a task force or study group shall be governed by the rule of one vote per company or organization represented, regardless of the number of representatives from any one company or organization present. Technician Members do not receive a copy of the TMC membership Directory, a special edition of TMC's Recommended Practices Manual set; or *The Trailblazer*. They are eligible to participate in selected surveys. They are permitted to register for TMC general meetings and purchase Council products and services at the member rate, and shall receive free: a monthly newsletter, a quarterly magazine; a patch denoting member status,

and selected TMC general mailings. Dues also include access to the Council's social networking and collaborative work online platform — *TMC Connect*.

Study Group — A standing committee with responsibility for one specific area of vehicle maintenance/technology. For instance, the S.3 Engine Study Group addresses all issues related to engines, including cooling systems, exhaust systems, fuels and lubes, etc. Each Study Group meets once during every General Meeting to assess its progress in developing Recommended Practices, to talk about potential equipment problems and future equipment, and to present Mini-Technical Sessions. This is TMC's working level. It is the responsibility of every member to be actively involved in the work of at least one Study Group.

There are currently 13 active Study Groups:

- S.1 Electrical
- S.2 Tires and Wheels
- S.3 Engine
- S.4 Cabs and Controls
- S.5 Fleet Maintenance Management
- S.6 Chassis & Brake Systems
- S.7 Trailers, Bodies & Material Handling
- S.11 Sustainability & Environmental Technologies
- S.12 On-board Vehicle Electronics
- S.14 Light- & Medium-Duty and Specialty Trucks
- S.16 Service Provider
- S.17 Collision & Corrosion Control
- S.18 Automated & Electric Vehicles

Three other Council Committees — which do not develop recommended practices — are otherwise also given equivalent status to

Study Groups:

- Future Truck Committee
- Professional Technician Development Committee
- Educator Committee

Study Group Chairman — A TMC volunteer leader responsible for the effectiveness of one Study Group. Each is a member of the Study Group Chairmen Committee, the TMC Administrative Group and the Future Truck Committee. Term of office is not to exceed six years. All TMC Study Group Chairmen wear light blue blazers during TMC General Meetings.

Study Group Committee — Made up of all Study Group Chairmen. A TMC Officer, the Chairman of Study Groups, is Chairman of this committee.

Study Group Secretary — Responsible for recording the minutes of Study Group meetings and reporting on mini-technical sessions.

Task Force — A working group formed by a Study Group to investigate some specific equipment issue. The Task Force will develop a Recommended Practice for the Study Group if necessary. When its work is done, the Task Force is disbanded. The first day of each General Meeting is reserved for Task Force meetings. Some are open sessions because they want member input. Others are closed because they have all the input they need, and the core group is developing the solution based on their accumulated data.

Task Force Chairman — Manages and reports on the work of a Task Force.

Task Force Secretary — Records the proceedings of Task Force meetings.

Technical Director — A Council staff member, reporting to the Executive Director, who is responsible for all technical administrative functions of the Council.

Technical Presentation Review Committee — Chaired by the Immediate Past Chairman and made up of Silver Plug Award recipients. Responsible for reviewing all presentations prior to being made in a Technical Session. This is to control commercialism and the general quality of all presentations.

Technical Session — A panel presentation focusing on one specific area of equipment, maintenance or maintenance management. Normally, five are held during each General Meeting. The topics are developed through work in the Study Groups, and final selections are made by the Meetings Committee and approved by the Board of Directors.

Technician Member — This membership category does not vote on Recommended Practices and surveys, Board of Directors Elections, or matters of Council business. However, they are allowed voting privileges when working on problems within a task force or study group. Voting within a task force or study group shall be governed by the rule of one vote per company or organization represented, regardless of the number of representatives from any one company or organization present. Technician Members do not receive a copy of the TMC membership Directory or *The Trailblazer*. They are eligible to participate in selected surveys. They are permitted to register for TMC general meetings and purchase Council products

and services at the member rate, and shall receive free: a monthly newsletter, a quarterly magazine; access to TMC's *Recommended Practices Manual*; a patch denoting member status, opportunity to compete in TMC's National Technician Skills Competition at the member rate, and selected TMC general mailings. Dues also include access to the online membership directory and the Council's social networking and collaborative work online platform — *TMC Connect*.

TMC Connect — The Council's online social networking and collaborative work platform, provides TMC members an environment to connect, engage and share critical industry information and best practices in real time. Through the various communities and other forums, members can conduct Study Group, Task Force and other Council committee work in a common, online collaborative platform; gather to continue technical discussions and share documents that will help advance TMC's strategic priorities. Members can access TMC Connect at <http://tmconnect.trucking.org>.

TMC Leaders of Tomorrow — A structured training program, two years in duration, designed to prepare members to assume leadership roles in the Council. It is open to individuals with five or less years of industry experience and/or under 40 years of age.

TMC Recommended Practices Manual — The publication in which all Recommended Practices are published. This is what a manufacturer will refer to when a buyer specifies a TMC Recommended Practice item in his vehicle. It is divided into two volumes (Maintenance and Engineering) and various sections — one per Study Group.

TMC Show — See “Transportation Equipment Exhibition.”

Transportation Equipment Exhibition — This is TMC’s annual equipment exhibition, held in conjunction with the Annual Meeting. Manufacturers and suppliers have the opportunity during this show to demonstrate their products.

Trade Press — Representatives from magazines and newspapers giving coverage to the trucking industry. Those publications focusing heavily on equipment and maintenance have editorial staff who can be TMC Full Members. See “Full Member.”

The Trailblazer — TMC’s official technical journal. This is the proceedings of each General Meeting. It is sent to all members about eight weeks after each meeting. All Study Group meetings and all Technical Sessions are covered in detail.

TMC SuperTech — Name of the National Technician Skills Competitions, an annual event at which professional technicians compete for recognition, awards, and prizes in a series of stations designed to challenge their technical skills. There is also a student competition based on the same format known as TMC FutureTech.

Two Minutes With TMC — Short, web-based videos pertaining to different aspects of Council activity. The scripts for these videos are developed by TMC staff.

Vice Chairman — The second-ranking TMC Officer. He or she serves as Chairman of the Meeting Planning Committee. This is the only

Officer position having an automatic step into another position. The year after being Vice Chairman, he or she automatically becomes the General Chairman. Having the Immediate Past Chairman as an Officer ensures healthy institutional continuity.

Vehicle Maintenance Reporting Standard (VMRS) — Industry standard for equipment cost reporting. Consists of alpha-numeric data sets that standardize descriptions of vehicle parts, specifications, service, labor, warranty and other vehicle maintenance and repair tasks.

VMRS Services Manager — TMC staff member, reporting to the Executive Director, who manages TMC's VMRS product and services.

Welcome & Help Desk Committee — Welcomes first-time attendees and new members to TMC General Meetings and walks them through the procedures for understanding Council procedures and having a successful meeting.

Yellow Badge — Full Members are sometimes referred to this way because the name badges they wear at TMC General Meetings are always yellow. (See "Blue Badges.")



**TECHNOLOGY &
MAINTENANCE COUNCIL**
American Trucking Associations

950 N. Glebe Road, Suite 210
Arlington, VA 22203
(703) 838-1763 • FAX (703) 838-1701
Email: tmc@trucking.org

Public Website:
<http://tmc.trucking.org>

TMC Connect:
<http://tmcconnect.trucking.org>