

# Ethylene Producers' Committee

## Guidelines for Functioning of Programming Subcommittees, Rev 3

### Objective of the Ethylene Producers' Committee (the Committee) (Article I):

"The objective(s) of the Committee shall be.... To provide a communication medium through meetings, seminars, courses, and publications for the exchange of non-confidential information concerning the manufacture and distribution of ethylene."

### Programming Subcommittees (Article V):

"The Committee shall draw up plans and policies for the Committee's programming activities. The Chairman shall appoint Committee members to coordinate the implementation of such plans and policies, in each of a number of specific subject areas... through Programming Subcommittees. The members of such Programming Subcommittees may be made up of other Committee Members and/or other qualified personnel..."

Amendment 4: Programming Subcommittee membership must include at least one member of the Committee. A member of the Committee will provide guidance and leadership to the Programming Subcommittee either in the role of Chairman, Vice Chairman, or Director.

### Principles to be applied in the functioning of Programming Subcommittees:

- The Ethylene Producers' Committee is a 501(c)(3) Educational Non-Profit organization whose purpose is the dissemination of non-confidential educational information on the manufacture and distribution of ethylene.
- Programming Subcommittees exist for the purpose of developing and delivering high quality conference programs. They serve as one of the principle means of filling the educational mission of the Committee.
- All subcommittee members serve the general interest of the EPC, with all of their actions supporting the objectives of the Committee.
- All actions (meetings, correspondence, and personal interactions) of Committee and subcommittee members shall be at the highest professional standard.
- All subcommittee activities shall follow the relevant bylaws of the EPC related to antitrust compliance:
  - Following guidance from a member of the Committee
  - Reading of the antitrust compliance statement
  - Publishing & distributing minutes of meetings

#### Subcommittee Governance:

1. Subcommittees may create written Operating Rules. Subcommittee Operating Rules must be reviewed by the EPC Nominating Committee and approved by the EPC prior to implementation.
2. Operating Rules may include limitations on Subcommittee membership. In the absence of written Operating Rules, Subcommittee membership shall be governed by a process similar to that described in the EPC Bylaws for Committee membership:
  - a. Candidates in the employ of Ethylene Producers and licensors of ethylene producing technology shall be nominated by the EPC member employed by that company.
  - b. Candidates in the employ of other companies, including consultants, shall be nominated by a Subcommittee member. These candidates shall be accepted for membership by vote of a simple majority at a regularly scheduled Subcommittee meeting.
  - c. Subcommittee member composition shall be consistent with the intent of the bylaws governing the EPC, with not less than 50% of members employed by Ethylene Producers.

#### Subcommittee Behaviors:

- All members of sub-committees are full participants in process of developing the conference program, soliciting papers, supporting authors in the development of the papers, and assisting in execution of a successful conference session. Regular attendance and active engagement at Subcommittee meetings is expected.
- Periodic rotation of responsibility for subcommittee leadership roles is encouraged as a means of engaging contribution and improvement ideas from as many subcommittee members as possible. It is good practice to rotate subcommittee leadership roles at least every two years.
- The mission of the EPC is dependent on the ability to attract excellent authors to invest the time and effort to prepare papers and share information that is of value to the industry. Authors shall be treated in a way that reflects the appreciation and respect of the EPC.

#### Interaction with Authors:

- Subcommittees shall collaborate and cooperate with authors to ensure that papers meet the requirements of the EPC while respecting the responsibilities that authors may have to others (employers, funding agencies, etc.)
  - When a paper describes a commercialized technology, co-authorship by a Ethylene Producer is strongly encouraged. The reasons for this co-authorship are as follows:
    - To ensure the producing company employing the commercialized technology is in agreement with claims made related to the performance of the technology.

- To ensure the producing company employing the commercialized technology has reviewed and is comfortable with any operating data to be disclosed in the paper.
- Papers must focus on presenting technical information of benefit and interest to the ethylene producing industry rather than “selling” to the industry.
- Prior to accepting a paper, authors must be informed of the following expectations of presenters, consistent with policies published on the EPC website:
  - A written abstract, a written paper, and a PowerPoint presentation is required.
  - Permission To Publish must be granted
  - Conference deadlines must be met to ensure a quality conference program.
- Subcommittee leaders and Session Chairs are responsible for collaborating with authors to ensure that papers and presentations are suitable for publication prior to presentation at the conference. This includes:
  - *Removal of all labels indicating that content is proprietary or confidential.*
  - *Removal of personal contact information, including email addresses and phone numbers.*
  - *Solicitations for future contact with the author related to sales calls or support.*