

**CHARTER  
OF  
THE ROBOTICS DIVISION  
OF  
THE NATIONAL DEFENSE INDUSTRIAL ASSOCIATION  
(NDIA)**

**Original Date:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

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## Robotics Division Charter

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### ESTABLISHMENT

The Robotics Division was established under the governing by-laws of the National Defense Industrial Association in August 2006

### OBJECTIVES

To promote and sustain the educational goals and objectives of the NDIA as set forth in the by-laws and Policies of the Association. More specifically, the objectives of the Robotics Division shall be to:

#### Broad Objectives

- ✧ Advocate accelerated expansion of robotics applications to support America's defenders
- ✧ Educate government officials on emerging robotics technologies and applications
- ✧ Engage government policy makers, program managers and end users in policy discussions and other activities designed to strengthen the government-industry robotics team
- ✧ Serve as a robotics technology and systems integration community of interest engaged in advising and assisting government officials and organizations

#### Specific Objectives

- Serve as the focal point and coordinating element within the NDIA to identify, evaluate and provide a consensus view and/or recommendations on robotics issues and matters that may impact national security and/or the national defense industrial base
- Serve as a communication medium for industry to bring its point of view to the Government interests (DoD and other federal agency robotics enterprises, the Military Departments, Program Managers, and other military affiliated organizations concerned with robotics) and in turn, give them an effective medium to enlist the support of industry in solving robotics issues and problems of common interest
- Serve as a medium for the NDIA to inform industry of the government's acquisition planning, programming and budgeting activities associated with current and future robotics weapon systems
- Serve as a medium for corporate America to inform government of the availability and the state of readiness of industry's robotics related development and production capabilities, resources and technical capabilities
- Establish and sustain close liaison with Government interests, academia and industry on matters affecting our country, our armed forces and our allies so as to complement and avoid duplicating similar industrial and governmental robotics annual/special events and activities
- Sponsor and organize annual events which serve as a forum for the robotics community to exchange views and information among the Government interests, academia and industry

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### **RESPONSIBILITY**

Under the direction of its Chair, the Robotics Division is responsible, through the NDIA President, to the NDIA Executive Committee for the proper administration of NDIA activities within its assigned area of responsibility and its membership program. On matters of overlapping jurisdiction, the Chair will proceed in conjunction with the concurrence of those NDIA entities concerned. All other NDIA activities are similarly obligated to clear their contemplated actions and activities that could affect robotics with the Robotics Division Chair.

### **MEMBERSHIP**

Each NDIA corporate member company may name an employee as a voting member of the Robotics Division who shall then be the authorized and designated representative/point of contact for that particular NDIA corporate member company. Each voting member may designate an alternate voting member for any meeting that he or she is not able to attend. Other member company representatives may participate in all Robotics Division activities as needed or desired. The designated voting corporate member should be qualified to:

- Represent his or her employer's views on matters pertaining to robotics
- Serve as a member of one or more of the Division's committees
- Participate in discussions involving both government and industry representatives on matters pertaining to robotics

Every reasonable effort shall be made to see that the Robotics Division membership includes balanced representation from corporate America representing various related aspects of robotics. Although representatives of government are not eligible for membership, government employees representing the organizations that manage and oversee our Nation's robotics activities may be invited to actively participate in all of the Robotics Division's activities, where appropriate.

Individuals who are not employed by member companies of the Association may be invited by the Chair to serve with the Robotics Division on specific projects when it is considered that their knowledge and talents will be of significant value to the work of the Division.

Representatives of the US government may be invited to serve as liaisons to the Robotics Division Advisory Board and to participate in meetings as appropriate.

### **ORGANIZATION**

The Robotics Division shall consist of NDIA members as defined above, headed and administered by a Chair and Vice Chair who are elected by the voting members.

The Robotics Division organization may include committees and/or groups as determined by the Chair and approved by the President, NDIA. The President of NDIA shall assign a supporting Director from the NDIA staff to provide advice and assistance.

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The NDIA Board of Directors shall approve the addition of any new or revised committees and/or groups subject to approval by the President of NDIA.

### **Executive Committee**

The Executive Committee is established to function as the governing body of the Robotics Division. It shall consist of the Robotics Division Chair, Vice Chair, Government Liaison, NDIA Staff Director and the individual standing Committee Chairs. The Executive Committee will meet at the call of the Chair.

An Advisory Board, when constituted, shall meet periodically at the call of the Chair.

### **Committees and Groups**

Committees are established, approved, and/or dissolved by the Robotics Division Chair with approval of the NDIA President, to exercise jurisdiction over matters of a continuing or recurring nature. These committees are maintained until dissolved by the Chair with the approval of the President of NDIA. The leader for each committee shall be appointed by the Robotics Division Chair subject to the approval of the Executive Committee. Based on the needs of the organization and the individual preferences of the participating NDIA corporate members, the executive committee will assign NDIA members to one or more of the operating groups and/or subcommittees. The following committees are established:

- Training & Education
- Integration
- Standards
- Advocacy/Policy
- International Cooperation
- R&D
- Communications/Programs
- Requirements
- Logistics

Groups may be established by the Robotics Division Chair to handle matters of a special and temporary nature. These groups shall be dissolved by the Chair upon accomplishment of the purpose for which they were established. The Group leaders or chairs will be appointed by the Robotics Division Chair.

### **Responsibilities**

- Robotics issues and/or problems requiring evaluation may originate from the President NDIA, the Robotics Division Chair or from some appropriate government source. Any problem or issue undertaken by a subcommittee on its own initiative or requested directly by a government element, must gain concurrence and approval by the Chair and the Executive Committee.
- Drafting replies to requests for assistance from governmental establishments that are included in the scope of NDIA activities. Drafts will be submitted

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through the appropriate subcommittee chair to the Executive Committee for approval. Where time does not permit approval by the Executive committee, the Robotics Division Chair shall have approval authority.

- Preparing final reports. Those, which involve policy or criticism and purport to represent an NDIA position, shall be approved by the President of NDIA before transmitting to the requesting establishment. A copy of each report will be kept on file at NDIA Headquarters.
- Annually and when requested, status reports shall be presented to the full Robotics Division or meetings of its Executive Committee.
- Reporting on meetings. Activities shall be reported to members of the division and to members of the Executive Committee when appropriate.

### **Duties of Chairs (in addition to other duties herein specified)**

The Chair of the Robotics Division and all Committee and Group Chairs shall, as appropriate:

- Develop and approve meeting agendas.
- Schedule and preside over meetings.
- Designate a member of the committee to record minutes and action items in coordination with the assigned NDIA Staff Director.
- Approve minutes and committee/group reports.
- Preserve the interests of NDIA by carrying out the policies, goals and objectives outlined in the Robotics Division Charter and the by-laws of the Association.

### **Meetings**

Meetings of the Robotics Division shall be held at the call of the Chair and on written notice to all members. The purpose of these meetings will be to discuss any matters of general interest to the membership, including the Robotics Division's objectives, programs and future plans. Meetings can be held wherever and whenever it best serves the needs of the Robotics Division, related government agencies, and the interests of the Association as a whole. Accordingly, the intent is to conduct Division meetings on a regular basis at least four times a year. The executive committee will develop an annual program plan for consideration by the Robotics Division members in the August-September time frame.

### **The NDIA Staff Director**

The NDIA shall assign a Staff Director to support and assist the Robotics Division plan and coordinate their annual activities. The assigned NDIA Staff Director shall provide administrative services, advice and assistance as required by the Chair. The NDIA Staff Director shall attend all Robotics Division meetings when practical and shall record and report the results of these meetings to the NDIA Vice President Operations and the President of NDIA as appropriate. The NDIA Staff Director shall attend committee meetings whenever practicable and coordinate preparation of minutes which shall be retained at NDIA Headquarters.

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The NDIA Staff Director shall:

- (1) Schedule meetings and conferences in accordance with guidance from the Chair and arrange for appropriate meetings with government organizations as needed and
- (2) Maintain liaison with the appropriate government elements, the Robotics Division Chair, committee and group chairs, and
- (3) Notify members of all scheduled meetings by appropriate communications and media vehicles.

The NDIA Director shall arrange for the publication and distribution of minutes and reports.

The NDIA Director shall maintain files for storage and easy reference to all minutes of all meetings, conferences, reports and reference material.

The NDIA Director shall be responsible for assuring that all division, committee and group reports prepared for government agencies are in compliance with NDIA policy including the paragraph herein entitled "Prohibited Practices".

### **NOMINATIONS AND ELECTIONS**

#### **Nominating Committee**

At least six weeks before meetings at which annual elections are planned, the Robotics Division Chair shall appoint a Nominating Committee and a Chair to review and recommend appropriate candidates for the offices of Chair and Vice Chair of the Robotics Division for consideration by the Division members at the scheduled election meeting. The Robotics Division Chair shall serve on the Nominating Committee Ex-officio without voting privileges.

#### **Election Procedure**

The Chair and/or Vice Chair of the Robotics Division shall be elected during a scheduled Division membership meeting before 30 June of the election year, by a majority vote for a term of two years. The President, NDIA, can extend the appointed terms of the serving Chair and Vice Chair subject to concurrence of the members of the Robotics Division. The Nominating Committee Chair shall report the Committee's recommended nominees to the Division members prior to the scheduled election meeting. The Chair and Vice Chair are eligible for re-election. Nominations from the floor by a voting member of the Robotics Division shall be permitted. Proxy or absentee voting authorized by voting members of the Robotics Division shall be permitted. There shall be one voting member for each corporate member company of the Robotics Division.

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If a majority vote cannot be concluded, as could happen if there are two or more nominees or a tie vote occurs, balloting shall then be repeated as many times as necessary to obtain a majority vote. If repeated balloting is necessary, the names of all nominees are kept on the ballot.

### **Succession of Office**

In the absence or incapacity of the Chair, the Vice Chair shall assume the duties and title of that office and shall appoint a new Vice Chair to fulfill the remainder of the elected term.

## **GENERAL**

### **Prohibited Practices**

All activities or discussions are prohibited which:

- Promote a particular company's products, services, and/or pricing or pricing practices.
- Allocate or limit markets, customers or production.
- Involve blacklist or boycott and/or any other actions that may inhibit competition or be in conflict with anti-trust or related laws.

### **Communications with Congress**

All NDIA-related communications with members of Congress or with Congressional Committees and/or their staffs, shall be coordinated with the NDIA Staff Director and the NDIA Senior Vice President, Government Policy. Any such communications shall be consistent with the NDIA's long-standing, non-lobbying practice and such rules and guidelines as are promulgated by the President of NDIA and in accordance with the advice and direction of the NDIA Executive Committee.

### **Amendments and Changes**

Recommendations to amend or change this document may be proposed by any voting member of the Robotics Division. All proposed changes or amendments must be proposed in writing to the Robotics Division Chair. After review and approval by the Chair, Vice Chair and the Executive Committee, the recommended changes to this document will be submitted to the President of NDIA for consideration and approval.

## **APPROVAL**

This charter shall be effective upon the date of signature of the approving officers.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Robotics Division Chair

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
NDIA Vice President, Operations