SE 2050 Committee
Operations Manual

March 3, 2026

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1. **Committee Charge**

Lead the US structural engineering profession in its transition to net zero embodied carbon structural systems by serving as the primary source of embodied carbon benchmarking and reduction targets, resources and education, advocacy, and community.

2. **Operational Philosophy**

The aspirations of the Committee Charge are ambitious. It will take an unprecedented level of collaboration and innovation to achieve net zero embodied carbon structural systems. To support this, the SE 2050 Commitment Program must be adaptable to the needs of the structural engineering profession and avoid barriers to adoption.

The operational philosophy of the SE 2050 Committee therefore is to be a long-term, sustainable organization that is responsive and adaptable to the needs of the profession. This manual sets forth an organizational structure and procedures to support the current needs of the Committee, while also enabling input from Committee members and other stakeholders to improve the SE 2050 Commitment Program.

3. **Role of Operations Manual**

This manual supplements, but does not replace, the "Structural Engineering Institute Policies and Procedures Manual." Refer to the policy and procedure manual for information not contained within this operations manual.

4. Organizational Structure
4.1. Organizational Structure within SEI
- The SE 2050 Committee ("the Committee") is a technical committee within the Technical Community of the Structural Engineering Institute (SEI) of the American Society of Civil Engineers (ASCE). As of April 2024, SE 2050 has been designated a Focus Initiative within SEI. The status of Focus Initiative has a three-year limit with evaluation for continuation at yearly intervals. As a Focus Initiative, SE 2050 reports to the SEI Board of Governors.

4.2. Organizational Structure within SE 2050
- SE 2050 formally reports to the SEI Board of Governors as a Focus Initiative
- SE 2050 formally reports to the Technical Community Executive Committee as a member of the SEI Technical Community
- SE 2050 informally reports to the SE 2050 Advisory Group and SE 2050 Firm Executives Group
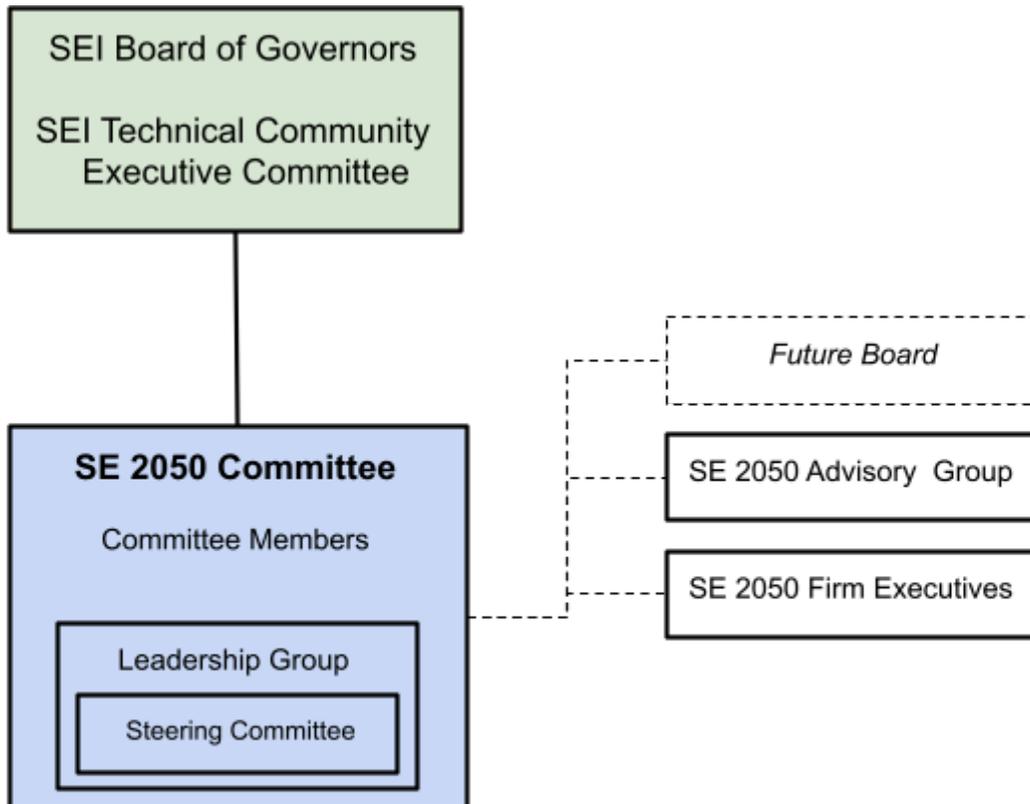
4.3. Steering Committee

- The Steering Committee, per SEI procedures, is designated by the Committee Chair (or Co-Chairs) at the start of their term. The Steering Committee shall consist of the Committee Chair (or Co-Chairs), Vice Chair, and Secretary. Other Steering Committee members must be prior or current Leadership Group members.
- Steering Committee responsibilities include the following:
  - Appointing the next Steering Committee members by unanimous decision. The Committee Chair (or Co-Chairs) has ultimate responsibility for the appointment of the Steering Committee.
  - The Steering Committee may amend the organizational structure of SE 2050, by unanimous decision by majority vote. This includes adding or removing Task Groups.

4.4. Leadership Group

Committee Member	Task Group Leader	Vice Chair	Chair
4-year term 1 renewal	2-year term 1 renewal	2-year term 1 renewal	2-year term 1 renewal

	Secretary		
	2-year term 1 renewal		

- The Leadership Group is composed of the following members:
  - Chair (or Co-Chairs), Vice Chair, Secretary, Treasurer, and Task Group Leaders.
  - The past Chair (or Co-Chairs) and past Vice Chair may join Leadership Group meetings upon invitation by the Leadership Group as non-voting members.
  - Others may join select Leadership Group meetings upon invitation by the Leadership Group as non-voting members.
- The Leadership Group responsibilities include the following:
  - Ensuring Task Group activities align to the broader strategic vision of the SE 2050 Commitment Program.
  - Approve new Committee Members, by unanimous decision by presiding quorum.
    - Leadership Group members are expected to recuse themselves from votes in which a personal conflict of interest is present.

- The Chair (or Co-Chairs), Vice Chair, Secretary, and Task Group Leaders are appointed by the Leadership Group through a voting process, and agreed upon by majority vote.
  - Chair (or Co-Chairs) must be an existing Steering Committee member.
  - Vice Chair must be an existing Leadership Group member.
  - Task Group Leaders must come from within the Task Group and understand the responsibilities of that group, unless otherwise approved by the Leadership Group.
  - The Committee has ultimate responsibility for appointing the Chair (or Co-Chairs). After appointment by the Leadership Group, the Chair (or Co-Chairs) must be confirmed by two-thirds vote of the Committee.
  - The Chair (or Co-Chairs) has ultimate responsibility for appointing the Secretary and Task Group Leaders. After appointment of the Secretary and Task Group Leaders by the Leadership Group, the Chair (or Co-Chairs) must validate the appointments.
  - Each member seeking a role in the Leadership Group is responsible for identifying any personal conflict of interests in performing the responsibilities of the role prior to voting.
- The term of office for the Chair (or Co-Chairs), Vice Chair, and Secretary shall be two years, per SEI procedures. This term may be extended once with approval of the Steering Committee and SEI. A past Chair must have at least a two-year gap before becoming Chair again.
- The Chair (or Co-Chairs) is responsible for:
  - Establishing and implementing the focus initiative charter and strategic vision for the committee
  - Developing governance procedures, such as those documented in the operations manual
  - Executing of the Committee Charge
  - Leading Committee and Leadership Group meetings
  - Coordinating with SEI staff
  - Acting as primary non-staff point of contact and representative of the Committee and SE 2050 Commitment Program
  - Delegating tasks to the appropriate Task Group Leaders
- The Vice Chair is responsible for:
  - Providing committee leadership in the absence of the Chair (or Co-Chairs)
  - Coordinating external partnerships, including continuity of partnerships across leadership changes

- ○ Planning and scheduling informal reporting to Advisory Group and Firm Executives Group
- The Secretary is responsible for:
  - ○ Taking meeting minutes and receiving approval for meeting minutes
  - ○ Submitting minutes summary to SEI
  - ○ Tracking committee membership and participation
  - ○ Tracking applications and sending emails of denial or acceptance
- Current Task Groups are:
  - ○ Leadership
  - ○ Database
  - ○ Resources
  - ○ Communications
  - ○ Policy
  - ○ Program Mechanics
- The term of office for the Task Group Leaders shall be a maximum of two years. This term may be extended once with approval of the Steering Committee. Task Group Leaders are encouraged, but not mandated, to have a Deputy Task Group Leader appointed within one year of their term. The role of the Deputy Leader will be to shadow and support the Task Group Leader, with the intention to ultimately succeed the Task Group Leader.
- The Task Group Leaders are responsible for:
  - ○ Managing the work of the Task Groups
  - ○ Documenting Task Group meetings
  - ○ Ensuring the work of the Task Groups align to the strategic vision for the committee
  - ○ Reporting progress at Leadership Group and Committee Meetings
  - ○ Managing website content relevant to their respective Task Group
  - ○ Providing communications content relevant to the work of the Task Group
  - ○ Additional responsibilities by the individual Task Group Leader are as follows:
    - ■ The Database Lead is responsible for informing the development and maintenance of the SE 2050 Database and directing the analysis of SE 2050 Database data
    - ■ The Resources Lead is responsible for developing and maintaining resources relevant to SE 2050
    - ■ The Communications Lead is responsible for issuing newsletter and email communication, tracking conference participation, managing social media, and developing marketing collateral
    - ■ The Policy Lead is responsible for participating in advocacy efforts and developing policy statements related to SE 2050

■ The Program Mechanics Lead is responsible for establishing and updating the SE 2050 program requirements, publishing the annual report, monitoring program compliance, managing the Signatory recognition program, and hosting Signatory calls

4.5. Committee Members

- SE 2050 will accept as many qualified applicants as possible to become Committee Members. Qualified applicants are defined as SEI members that express interest in actively participating in at least one Task Group and provide substantiation of the experience and ability to do so. There is no cap to the number of Committee Members.
- The term of membership is four years, renewable for up to one additional term.
- After completion of a term of service, a Committee Member may reapply for a new term and may be reappointed to the Committee pending Steering Committee approval.
- Committee Members are considered active if they have actively participated in at least one Task Group within the past year.
  - Active participation is defined at the discretion of the Task Group Leader in which the Committee Member participates.
  - Members who are not considered active will be informed by the Task Group Leader. Members will have the opportunity to rectify their inactive status within 30 days of notice, unless otherwise agreed upon by the Task Group Leader.
  - Members not participating in any Task Groups will be informed by the Secretary of the opportunity to join a Task Group. Members that do not join a Task Group within 30 days of notice will be deemed inactive, unless otherwise agreed upon by the Chair (or Co-Chairs).
  - Inactive members will be removed from Committee meetings and correspondence and will be removed from being listed on the SE 2050 website.
- Committee Members can represent SE 2050 at conferences. All speaker roles by which a Committee Member officially represents SE 2050 shall be noted to the Communications Task Group Leader. SEI shall be informed of conferences where Committee Members are presenting on behalf of SE 2050.
- Committee Members can be considered for a Task Group Leader role after actively participating on that Task Group for at least one year, inclusive of time spent as a Liaison Member (if applicable).
- Committee Members are responsible for:
  - Regularly participating in Task Group meetings
  - Contributing to Task Group tasks

- ○ Furthering the SE 2050 Committee Charge
- ○ Voting on the publication of Committee Reports
- ○ Voting on Chair (or Co-Chairs)

5. **Procedures**

The actions of the SE 2050 Commitment Program can be encompassed in the following categories: meetings, publications, finance, and industry engagement.

5.1. **Meetings**

- *Committee Meetings*
    - Committee Meetings are intended to inform members, coordinate tasks, and recognize the work of Task Groups. Meeting agendas are set by the Chair (or Co-Chairs). Meeting minutes are available to all Committee Members.
    - Committee Meetings are held monthly and are open to all Committee Members. Invitations may be extended to guest attendees at the discretion of the Leadership Group.
- *Task Group Meetings*
    - Task Group Meetings are intended to further Task Group projects.
    - Task Group meeting schedule and agenda are at the discretion of the Task Group Leader.
    - There are no formal reporting procedures for Task Group Meetings. Meeting minutes are encouraged to be made available to all Committee Members.
- *Leadership Group Meetings*
    - Leadership Group Meetings are intended to coordinate and prioritize actions of the Task Groups.
    - Leadership Group Meeting topics are at the discretion of the Leadership Group. Meeting agendas are prepared by the Secretary at the direction of the Chair (or Co-Chairs). Meeting minutes are available to all Committee Members.
    - Leadership Group Meetings are held monthly prior to Committee Meetings.
- *External Meetings*
    - External Meetings in which a Committee Member is representing SE 2050 are to be reported to the Leadership Group. Representation is defined by continued contact with an external party as a credible representative of SE 2050 where data and information related to SE 2050 are being provided. SEI staff shall be informed of continued contact and collaboration with external parties where SE 2050 is formally participating.

- The Leadership Group may reject the ability of a Committee Member to represent SE 2050 by unanimous decision by presiding quorum.

5.2. Committee Publications

	Committee Report	White Paper	Annual Report	Website Update	Newsletter
Description	Reports presenting new information or data; to be published as ASCE Technical Report	Reports compiling available information into easily digested format; to be published on SE 2050 website	SE 2050 Annual Report	Major revisions to SE 2050 website layout	SE 2050 Newsletter
Approval Method	Formal vote by voting members of committee	Approval by relevant Task Group leader	Formal vote by Leadership Group	Approval by relevant Task Group leader	Review by Leadership Group; formal vote or approval not required

- *Committee Reports*
  A Committee Report is any written document that comes out of a committee (group-authored or group-approved) setting. Committee Reports are usually more formal than other committee publications and have the goal of answering a question or a range of technical issues, instead of a general compilation of background information. Committee Reports should present new information or data. Committee Reports are considered Publications per SEI Policy and Procedures.
    - Committee Reports shall go through the ASCE Technical Report publication process.
    - Committee Reports shall be reviewed and approved by voting members of the Committee: (1) prior to the start of the project, and (2) upon completion. A two-thirds vote of the Committee is required to approve the publication.
- *White Paper*
  A White Paper is any written document that comes out of a committee (group-authored or group-approved) setting. White Papers are less formal than Committee Reports and do not typically contain new information or data but rather compile available information into an easily digested format. White Papers are considered Education Materials per SEI Policy and Procedures.
    - White Papers shall be circulated to the SE 2050 Committee prior to publication to solicit feedback; however, approval by the full committee is not a requirement.

- The Task Group Leader of the Task Group responsible for the development of the White Paper has final approval responsibility.
- White Papers are intended to be published through the SE 2050 website.
- New or updated SE 2050 website pages are considered to be White Papers if they include guidance provided by or on behalf of SE 2050 Task Group members.
- Other Publications:
  - Annual Reports shall be approved by unanimous consent of the Leadership Group prior to publication.
  - Major revisions to the SE 2050 website shall be circulated for review by the Leadership Group ahead of publication. Major revisions are any substantial changes to the website, including re-organization or changes to the description of the SE 2050 Commitment Program or its Signatories. Task Group Leaders are responsible for approval of website updates that pertain to their Task Group.
  - Newsletters shall be circulated for review by the Leadership Group ahead of publication.

5.3. Finance

SEI is responsible for approving, securing funding, and ensuring payment for SE 2050 activities. SEI supports the SE 2050 program, initiatives, and services through a combination of donations, sponsorships, membership programs, internal grants, and SEI operating funds.

- Funding Management:
  - SEI is responsible for the payment of all approved services related to the SE 2050 Commitment Program. SEI will keep the SE 2050 Leadership Group informed of all funding pursuits specific to the program.
  - SEI will provide the SE 2050 Leadership Group with a report of year-to-date donations received at each Leadership Group meeting and upon request.
  - Committee Members may not independently seek grants, investments, or sponsorships to support the SE 2050 program. Application for internal SEI and/or ASCE funding requires prior consultation with the Leadership Group and SEI. SEI must be the primary contact for any funding secured outside of the official donations portal or intended to influence committee activities.