

# SELLS Bylaws & Protocol

Revised October 2006

## Mission Statement

The Society for Effective Lessons Learned Sharing (SELLS) promotes sharing and utilizing lessons learned information, gained from operating experiences, across the Department of Energy (DOE) and National Nuclear Security Administration (NNSA) complex. In addition, the SELLS organization makes recommendations for continuous improvement to lessons learned processes and programs and conducts business to facilitate implementation of those recommendations. Lessons Learned documents can be derived from "Operating Experiences," other government agencies, and the private sector.

The following definitions are used in this Charter:

- **Operating Experience.** Information that relates to the methods in which work is planned and conducted and an organization's missions are performed. Operating experience provides the basis for knowledge and understanding that fosters development of lessons learned and improvement of operational performance.
- **Lesson Learned.** A "good work practice" or innovative approach that is captured and shared to promote repeat application. It may also be an adverse work practice or experience that is captured and shared to avoid recurrence.

## Introduction

The activities of SELLS are to be accomplished through regular discussions and meetings of the membership in accordance with the bylaws of the organization. SELLS shall encourage the use of lessons learned information with the goals of reducing personal injury, property damage, and negative impact to the environment within the DOE and NNSA complex; reducing costs, enhancing security, and improving operational efficiency.

Information dissemination processes shall be reviewed periodically to identify areas for improvement. Individual organizations are encouraged to share their programs and processes for dissemination and utilization of lessons learned information. SELLS encourages outreach to organizations outside DOE and NNSA by continually seeking advice and examples of excellence from other organizations.

SELLS will take its direction from the DOE and NNSA field, laboratory, contractor and tenant organizations with lessons learned programs that make up the DOE and NNSA complex-wide Corporate Operating Experience Program. The Society Champion will be identified at the DOE Headquarters level.

## **Bylaws**

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### ARTICLE I NAME

The name of the organization is the Society for Effective Lessons Learned Sharing (SELLS).

### ARTICLE II POLICY

It is the policy of SELLS to encourage sharing lessons learned information in the DOE and NNSA community including the national laboratories, all DOE and NNSA contractors, subcontractors, and tenant organizations with representatives from other government programs and the private sector. The objective is to open lines of communication and encourage the use of standard formats and language to facilitate sharing information and to encourage the analysis and implementation of appropriate lessons.

### ARTICLE III PURPOSE

The purpose of SELLS is to provide an organization through which its members may implement this policy and provide tools to facilitate the sharing and incorporation of lessons learned for the betterment of all organizations. The Society shall promote the concepts contained in DOE Order 210.2, DOE Corporate Operating Experience Program.

### ARTICLE IV MEMBERSHIP

#### Section 1

Membership in SELLS is open to all individuals interested in the sharing of information for the betterment of their organizations and others. The membership of SELLS will elect members to serve on the Executive Committee.

## Section 2

Publications and Notices; members who maintain a subscription to the SELLS List Server shall receive SELLS publications and official notices of SELLS meetings.

## ARTICLE V OFFICERS

### Section 1

The Executive Committee: The Executive Committee will be composed of seven to nine members. The membership of SELLS will elect seven to nine members by nominations and a plurality vote to serve on the Executive Committee. As a minimum, one of the SELLS Executive Committee members must be a federal employee to serve as Co-Chair. Members of the Executive Committee will be elected to a four year term. The SELLS administrative year shall correspond with the federal fiscal year. Terms will be staggered such that no more than four members of the Executive Committee are elected every two years. Members of the Executive Committee may succeed themselves on the Executive Committee. The Executive Committee will select two SELLS Co-Chairs (one will be a DOE or NNSA federal employee and one will be a DOE or NNSA laboratory, contractor, subcontractor, or tenant organization employee) and a Secretary from the elected members. Vacancies on the Executive Committee will be filled by nomination and election from the general membership.

### Section 2

The SELLS Co-Chairs (or designee) shall preside over all meetings of the Executive Committee (see Article V, Section 1) and the full SELLS membership; shall approve notices and agendas for meetings prior to such meetings; and shall appoint the Chairpersons of all committees, subject to the provisions of these Bylaws and consent of the Executive Committee.

### Section 3

The Secretary shall carry out the customary duties of that office, including issuing conference call agendas, meeting minutes, and shall execute the decisions and policies of the Executive Committee. In the absence of the Secretary at a Society meeting, a SELLS Co-Chair shall appoint an individual present at the meeting to perform the duties of the Secretary for the duration of that meeting.

### Section 4

A DOE or NNSA Headquarters Representative may serve as a standing member of the Executive Committee. In the event that an incumbent representative resigns, or is otherwise unable to serve, a new DOE or NNSA Representative may be appointed.

## ARTICLE VI MEETINGS

### Section 1

Regular meetings of SELLS shall be held semi-annually at such times and places as the Executive Committee may determine, upon 30 days written notice to the members.

### Section 2

A quorum of 10% of the membership is needed to conduct regular meetings.

### Section 3

Special meetings of SELLS may be held at such times and places as the Executive Committee may determine. The quorum for any special meeting shall be determined by the Executive Committee.

### Section 4

SELLS business may be conducted via teleconference or videoconference. Elections may be conducted by mail or electronic mail.

## ARTICLE VII COMMITTEES

### Section 1

The Executive Committee shall conduct and manage the affairs of SELLS, subject to these Bylaws, and shall possess all powers necessary or incidental to that purpose. The Executive Committee may appoint special committees to address specific initiatives.

## ARTICLE VIII AMENDMENTS TO THE CHARTER AND BYLAWS

### Section 1

Recommendations for amending the Charter and Bylaws must originate with the membership and be forwarded to the Executive Committee for action.

### Section 2

Amendments may not originate from the Executive Committee, except in their role as general members.

### Section 3

The Executive Committee will review proposed Amendments to the Charter and Bylaws and, within 90 days of submission from a SELLS member, submit them to the SELLS

membership for consideration either at a meeting or by electronic communications. Amendments require approval by a plurality vote of the SELLS members.

#### Section 4

Minor editorial changes that do not materially change the provision of the Charter and Bylaws may be proposed by any SELLS member and may be approved by the Executive Committee. Five members of the Executive Committee must agree that the change is "minor." Otherwise the change will be sent to the whole Society for approval. Final approval of a change deemed minor requires agreement by five Executive Committee members. An example of this type of change is a grammatical change, spacing, or spelling correction.

### ARTICLE IX DISSOLUTION

#### Section 1

SELLS shall be dissolved if the membership forwards a recommendation for dissolution of SELLS by a vote of 51% and upon a 6/9 vote of the Executive Committee.

#### Section 2

The SELLS Co-Chairs shall within 30 days following a recommendation of dissolution, notify the DOE or NNSA Headquarters Representative, of the recommendation and the basis for the recommendation.

#### Section 3

The SELLS Co-Chairs shall within 45 days following a consensus for dissolution, officially notify members by mail or electronic mail. That notification will identify an official date of dissolution, not earlier than 60 days following the consensus decision.

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Protocol for New Initiatives  
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The following protocol establishes the process for identifying and approving new initiatives within the Society for Effective Lessons Learned Sharing (SELLS). The purpose of defining this process is to ensure that initiatives are consistent with the goals of the DOE Corporate Operating Experience Program and support the objectives of the SELLS. The protocol shall be used to remind everyone involved of the issues to be resolved and the direction which has been established to accomplish the required change.

This protocol is not intended to constrain the efforts of the SELLS or its participants. It is intended to ensure the effective and efficient use of resources contributed by SELLS members and to continue the sharing of Lessons Learned across the DOE and NNSA

complex. Frequent oral communication with the Executive Committee through regularly scheduled teleconference calls is preferred.

## IDENTIFICATION

The person identifying the need for a SELLS initiative or project shall compile basic information regarding the initiative. This information should include the scope of the initiative, the goals and objectives of the initiative, and a proposed plan for pursuing the initiative. The information should be no more than three pages in length and should be compiled with input from other SELLS members or through discussions during regular SELLS conference calls or periodic meetings. This information will be presented for consideration to the SELLS Executive Committee. Based on input and recommendations from the SELLS Executive committee, the SELLS Co-Chairs shall appoint the chairperson of the committee and approve the preliminary plan for achieving the approved objectives. When the Executive Committee determines there is a significant deviation from the stated objective, the Executive Committee shall conduct an evaluation to determine if any directional changes are necessary.

## THE COMMITTEE CHAIRPERSON SHALL:

Solicit participants for the initiative from within the SELLS membership. Compile committee input to define the specific goals, objectives, and deliverables for the initiative including necessary details such as milestones and activities.

Coordinate the development of a plan and schedule for accomplishing the initiative. The intent of developing the plan is to help identify those milestones which will culminate in a proposed recommendation for action to the SELLS Executive Committee. The schedule should reflect timely completion of the task. The plan and schedule should be submitted within 90 days of the appointment of the chairperson.

Consider cross-cutting issues and activities which arise from the initiative, or which potentially impact the initiative. Provide feedback of such issues to the Executive Committee or the SELLS general membership, as appropriate.

Participate regularly in the SELLS conference calls to stay aware of the direction and needs of the Society, paying special attention to areas that may impact the goals of the committee.

Provide monthly progress reports to the SELLS Executive Committee highlighting the progress against the schedule, accomplishments, and barriers to accomplishing the initiative.

Maintain regular communication with the committee members (at least monthly, biweekly preferred). Arrange meetings as required to accomplish the stated goals, but only when teleconference calls, or videoconference sessions cannot be used to produce the products or results.

## COMMITTEE MAKEUP

SELLS Executive Committee members will act as advisors to committees to ensure consistency with SELLS goals and objectives. It is not intended that the Executive Committee member have an over-riding vote or veto authority, other than that normally provided by being a participant of the committee.

## PROPOSED SOLUTIONS/FINAL REPORT

The committee chairperson shall submit to the SELLS Executive Committee recommendations for action and alternatives for consideration. The natural course of no action should be considered and discussed as an alternative in the proposal. Committee members who have significantly differing opinions have the right to submit their opinion for consideration.

The committee chairperson shall present a briefing on the activities and recommended action of the committee to the general membership at the next regularly scheduled business meeting of the Society. The SELLS Executive Committee shall provide recommendations to the overall SELLS membership for approval or disapproval of the recommended actions. The SELLS membership shall adopt or reject the recommendation. Adopted resolutions requiring on-going activities will be conducted in accordance with the Society Charter, ARTICLE VII, COMMITTEES as required.

## REVISION AND/OR DISSOLUTION OF THE COMMITTEE

Revision of the committee's goals, objectives, membership, plan, or milestones, shall be by the SELLS Chairperson with the concurrence of the Executive Committee.

Dissolution of the committee is the natural consequence of the committee's activities, and is therefore the final milestone. Dissolution of the committee may also come at the direction of the SELLS Chairperson with the concurrence of the Executive Committee.