



THE FLIGHT TEST SAFETY COMMITTEE

(FTSC)

**A Subsidiary of the Society of Experimental Test Pilots (SETP)
And
The Society of Flight Test Engineers (SFTE)**

CHARTER

REVISION RECORD

Revision	Description	Date	Approval
IR	Initial Release	9/11/13	9/11/13
Article III, 3.6	Addition of proxy	10/29/15	10/29/15
Article III, 3.1	Increase Board from 12 to 15 members	10/29/15	10/29/15
Logo Change	New Logo added	11/1/16	11/16 by email vote
Article II, 2.2	Mission Statement & Objectives Update	12/17/20	12/20 by email vote
Article VIII, 8.2.1	Clarification on award description Addition of nomination review process and vote	3/1/21	3/1/21 by email vote
Appendix A	Addition of Instant Runoff Voting Method	3/1/21	3/1/21 by email vote

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CHARTER

The Flight Test Safety Committee (FTSC) is an international non-profit organization formed jointly in November 1994 by members of the Society of Experimental Test Pilots (SETP), the Society of Flight Test Engineers (SFTE) and the American Institute of Aeronautics and Astronautics (AIAA).

ARTICLE I General

1.1 Name

The name of this organization is “FLIGHT TEST SAFETY COMMITTEE”. The official abbreviation is FTSC and the organization will hereinafter be referred to as FTSC.

The official website for the FTSC is: www.flighttestsafety.org

1.2 Origin

The FTSC is officially chartered by the Society of Experimental Test Pilots (SETP) Foundation under the SETP Foundation Standard Operating Procedures (SOP) 3-4.

1.3 FTSC Logo

The official FTSC logo is:



1.4 Motto

“FLIGHT TEST SAFETY IMPROVEMENT THROUGH KNOWLEDGE AND SHARING OF LESSONS LEARNED”

1.5 Definitions

Acronym	Description
AIAA	American Institute of Aeronautics and Astronautics
BoD	Board of Directors
EFTSC	European Flight Test Safety Committee
FAA	Federal Aviation Administration
FTSC	Flight Test Safety Committee
FTSDB	Flight Test Safety Database
FTSW	Flight Test Safety Workshop
NASA	National Aeronautics and Space Administration
SETP	Society of Experimental Test Pilots
SFTE	Society of Flight Test Engineers
SOP	Standard Operating Procedures

ARTICLE II Purpose and Mission Statement

2.1 Purpose

The purpose of the FTSC is to sustain a flight test related safety organization to promote flight test safety, flight test risk management and continually improve the profession's communication and sharing of information related to flight test safety. To facilitate these goals, the committee will promote the continued use of appropriate and suitable Flight Test Safety Databases and references and conduct annual Flight Test Safety Workshops.

2.2 Mission Statement/Objectives

To promote flight test safety and continually improve the profession's communication and coordination.

- To enable the sharing of data, lessons learned and recommended practices through workshops, web-based repositories and industry outreach.
- To promote and facilitate flight test safety through education.
- To gather, provide and maintain a user-friendly online repository of flight test safety information, and enable unrestricted access to that system.
- To ensure that all the data collected, used and distributed is de-identified so as to not reflect upon the prior actions, incidents or accidents of the contributors or associated organizations.

2.3 Organizational Support

The FTSC pledges its support to the SETP, SFTE and any other organization/corporation involved with flight testing to help improve their safety in flight test.

2.4 Other National and International Organizations

The FTSC will cooperate with such other professional organizations as shall be approved by the Board of Directors (BoD) for the purpose of furthering the mutual interests of the members of the FTSC or the Flight Test Profession in general. To this end, the BoD may enter into a reciprocal agreement of mutual cooperation with approved organizations such as the Flight Safety Foundation, The International Society of Air Safety Investigators (ISASI) and others.

2.5 Political Activities

No member or other person may represent the FTSC without the written permission of the FTSC Board of Directors.

ARTICLE III Board of Directors

3.1 General

The Governing body of the FTSC shall be known as the Board of Directors, referred to herein as the BoD. The BoD shall be made up of the Chairman, Vice Chairman, and general Director members. The BoD will not exceed a maximum of 15 members at any one time. The immediate Past Chairman shall be automatically the Executive Advisor board member. The BoD will strive to have at least one member who is active in the Federal Aviation Administration (FAA), and one member who is active in the National Aeronautics and Space Administration (NASA). The traditional Treasurer and Secretarial duties are provided by the SETP staff in accordance with the SETP Foundation SOP 3-1. All BoD members must be also members in good standing of SETP and/or SFTE. International Chapters may choose Directors in accordance with paragraph 3.4 of this document.

3.2 Chairman and Vice Chairman Positions

The Chairman and Vice Chairman shall be appointed every two years. The FTSC BoD will select nominations for these two positions. Selection of nominees will be conducted during one of the periodic teleconferences. Any member of the BoD is eligible for these two positions. FTSC initial nominations for these positions can be self-nominations (volunteers) or from other BoD members. A majority vote of the active BoD will represent a valid election for the two positions.

3.3 Board of Director Positions

Board of Director positions will be filled by SETP and/or SFTE members in good standing. Vacant BoD positions will be filled by a majority vote of the active BoD. This can be done by E-mail or one of the monthly teleconferences.

3.4 International Chapters

International Chapters (such as Europe, Asia and other regions) Boards of Directors shall be similarly appointed. The procedure for selecting these Boards shall be left to the discretion of each International Chapter provided that such procedure is consistent with this FTSC Charter.

3.5 Term of Office

All members of the BoD shall hold office for a period of five years. In the event an unpredicted vacancy occurs, such vacancy shall be filled for the remainder of the term by the BoD acting in a manner it considers most appropriate to the circumstances.

3.6 Meetings

Meetings of the BoD will be held quarterly or as necessary via a teleconference. At least one meeting must be held in person normally in conjunction with an annual North America Flight Test Safety Workshop; however, teleconferencing is permitted for this meeting due to individual/Corporate travel budget constraints. Directors may give another member of the Board his or her proxy. Proxies shall be given in writing and delivered in advance of the meeting to the SETP staff. Electronic mail proxies shall satisfy the writing and delivery requirements provided delivery is in advance of the meeting. Only active members can act as proxies (no emeritus).

3.7 Remuneration

No member of the FTSC shall receive or accept a salary or other form of remuneration for work performed for or on behalf of the FTSC except as authorized by the BoD. However, actual and reasonable expenses incurred by Directors, Representatives and/or Employees while on FTSC business, shall be reimbursed by the FTSC dependent on the nature of such business. Prior approval for such expenditures must be obtained from the FTSC Chairman.

3.8 Availability of Meeting Minutes

Minutes of FTSC meetings shall be retained in the SETP office and available for inspection by FTSC, SETP, SFTE and/or SETP Foundation BoD members. Copies of minutes shall be available to the above BoD members upon request to the FTSC Chairman. Copies of minutes to the general public may be available only with review and prior approval of the majority of the FTSC BoD.

ARTICLE IV Organization

4.1 Headquarters Location

The Headquarters of the FTSC shall be co-located with the headquarters of SETP at the following address:

44814 North Elm Avenue, Lancaster, CA, 93534
Phone 661-942-9574

Administrative support shall be provided by the SETP staff in accordance with the SETP Foundation SOP 3-2.

4.2 Organization

The FTSC will consist of the North America and International Chapter Directors. There is no general membership.

4.2.1 International Chapters

An International Chapter shall represent members from several countries of one region in the world. An International Chapter may be formed subject to the approval of the BoD. Applicants for an International Chapter must submit a Constitution and/or Charter compatible with and providing for compliance with the FTSC Charter. The name of International Chapters shall be FTSC-(Region), e.g. FTSC-Europe, FTSC-Asia, etc.

ARTICLE V Government

5.1 Supervision of Policy

The BoD shall establish the policies and supervise the management and control of FTSC affairs, funds and property.

5.2 Policy Approval

Approval of policy requires voting by a quorum of the BoD. Voting on policy may take place via e-mail. A request for voting by e-mail will be sent by the FTSC Chairman to the FTSC BoD with a suspense date and time to respond. At least one half of the BoD must respond within the specified period in order for the voting to be valid.

5.3 Responsibilities of the Chairman

The Chairman shall represent FTSC at official functions; he/she shall preside at all annual and special conferences and at all meetings of the BoD. While coordinating the activities of FTSC he/she shall carry out the policies of the Board. The Chairman shall be a non-voting member of International Chapters except he/she shall cast a vote in case of a tie. The Chairman shall not be a member of the Nominating Sub-Committee. The Chairman shall be a non-voting member of all other Sub-Committees, except he/she shall be permitted to vote in case of a tie. The Chairman shall be responsible for the selection of FTSC representatives at all external meetings.

5.4 Responsibilities of the Vice Chairman

The Vice Chairman shall perform the duties of the Chairman in the absence or disability of the latter. In the case of a vacancy in the office of Chairman by death, resignation or any other reason, the Vice Chairman shall assume the duties of the Chairman until a successor is chosen. The Chairman may delegate these responsibilities to another member of the FTSC BoD.

5.5 Responsibilities of the Directors

Directors may act in whatever capacity to serve the needs of the FTSC. Assignment of specific Director duties (such as Workshop Chairman) will be approved by the BoD.

5.6 Budget

On or before the beginning of each fiscal year, the Board shall prepare and approve a budget based on estimated income and expense for the ensuing year. Additional limitations and policy will be defined by the Board. SETP Foundation will maintain financial control and responsibility for the annual workshops. A separate account will be maintained by the SETP staff for FTSC funds. The intent is for the FTSC to be financially self-sufficient.

5.7 Removal of Directors

A director may be removed from the BoD by a vote of the majority of the BoD as necessary for various reasons including but not limited to:

- a) Failure to attend more than 50% of meetings/telecoms without a reasonable excuse.
- b) For egregious violation of standard Flight Test Safety practices.
- c) Other misconduct as deemed necessary by the BoD.

ARTICLE VI Sub-Committees

6.1 General

The Chairman shall appoint Chairpersons of specific Sub-Committees to implement the governance of FTSC, and to carry out its aims and objectives. The terms of service will be as needed to complete the specific assigned tasks. The Chairman shall be an ex officio member of all Sub-Committees. The size and detailed responsibilities of each Sub-Committee that is not described below will be defined by the Board by means of a Charter.

6.2 Workshop Sub-Committee

The Workshop Sub-Committee shall act to ensure the successful conduct of workshops. It

shall develop, clarify and standardize Workshop themes and guidelines for approval by the Board; coordinate with SETP the administrative aspects of the workshop; obtain and select workshop presentations; select session chairmen, and assure timely post-Workshop reports.

6.3 Charter Sub-Committee

The Charter Sub-Committee shall be responsible for reviewing the Charter of FTSC and recommending revisions to the Board. In addition, the Sub-Committee shall review and consider all proposed amendments submitted by members of the BoD.

ARTICLE VII Meetings

Note: All meetings referred to in this section apply to the BoD. There are no general membership meetings since the FTSC is a Committee chartered by SETP Foundation. Any corporate member or member of SETP and/or SFTE can attend FTSC meetings as observers except for BoD Special Meetings as specified in paragraph 7.2 below.

7.1 Annual Business Meeting

The SETP staff representative to the FTSC and all Sub-Committee Chairmen shall present a status report to the BoD at the annual business meeting.

7.1.1 Installation of Officers

The installation of the FTSC Directors will be held at this meeting during election years.

7.1.2 Location

FTSC shall hold an Annual Business Meeting at least once per calendar year and this will normally be held in conjunction with the FTSC Workshop unless otherwise determined by the Board and in any event not more than fifteen months after the holding of the preceding Annual Business Meeting.

7.2 Special Meetings

Special meetings may be called at any time by the Board or shall be called by the Chairman upon receiving an e-mail request from at least twenty-five percent of the BoD. Notice in writing of each special meeting shall be e-mailed to all members at least thirty (30) days prior to the date of this meeting and shall state the purpose for which it is called. No business shall be discussed other than that for which the meeting was called.

7.3 Motions

Every motion that shall come before an FTSC meeting, the Board or any other Sub-Committee, shall be decided by a majority of the votes cast and shall follow parliamentary procedures, unless otherwise specified in this Charter.

7.4 Quorum

At least half the members of the BoD or their proxies shall be required for a quorum at any meeting of the Board.

7.5 Meeting Attendance

Attendance at educational meetings, Workshop and technical presentations of the FTSC shall be unlimited unless otherwise directed by the Board. Attendance at Special Business Meetings shall be limited to the FTSC BoD.

7.6 Responsibility for Statements

All statements on behalf of FTSC must be authorized by the Board. The Chairman or his/her appointed representative, are the only persons authorized to issue statements on behalf of the FTSC. Statements made by speakers or authors are not to be construed as representing the opinion of the FTSC. The FTSC shall not be responsible for any statement or opinion given in papers or in discussions at meetings unless such statements have been authorized in writing by the FTSC Board.

7.7 Rules of Order

Parliamentary rules as stipulated in the latest edition of “Roberts Rules of Order Newly Revised” shall govern all meetings when not in conflict with this Charter.

ARTICLE VIII Publications

8.1 Workshop Presentations

FTSC will publish electronic versions of all Workshop presentations that are releasable by the respective authors. These presentations will be posted in the FTSC website (www.flighttestsafety.org) no later than one month after the respective workshops.

8.2 Awards

The FTSC periodically presents awards for recognition of significant contributions to the flight test community in promoting/improving Flight Test Safety. In addition, a Best Presentation award is given at the North America Flight Test Safety Workshop each year. International Chapters may establish their own awards for similar accomplishments.

8.2.1 The Tony LeVier Flight Test Safety Award.

This award is established by the Flight Test Safety Committee (FTSC) to formally recognize a single individual, or a small group of individuals, who has recently made a noteworthy flight test safety contribution to a specific program, organization, or the flight test profession as a whole or even a singular safety event which may have saved lives or aircraft while following best safety practices. This Award is specific to flight test safety achievements and contributions. It is not meant for entire organizations or to recognize lifetime achievements more appropriately recognized by other organizational awards from SETP, SFTE, AIAA, EAA, etc.

Nominations for the Tony LeVier Flight Test Safety Award are reviewed by the FTSC BoD and the most deserving nominee from the past year is selected. The recipient(s) is/are announced at the North American Flight Test Safety Workshop in the spring of each year. The Tony LeVier Award trophy is officially presented by the corporate sponsor of the award at the Society of Experimental Test Pilots (SETP) Annual Awards Banquet in the fall each year.

Each year the BoD shall determine an appropriate nomination submission deadline. It is recommended that the deadline be set such that the BoD shall have ample opportunity to discuss and select a winner prior to the Annual North American Flight Test Safety Workshop. The Chairman shall direct a Board Member (or Members) to determine the admissibility or/and factual basis of each received nomination. Board members with specific knowledge regarding nominations are encouraged to share such knowledge with the Committee for the purpose of award selection. Board Members with possible conflict of interest with the nomination(s) are encouraged to consider recusing themselves in the voting process. The Board will meet to discuss all nominations before voting is held. The BoD subsequently elects the most deserving nominee(s). The Board uses the instant runoff voting method (Appendix A of this Charter) by email as coordinated by FTSC Administrator.

In the event a winning nomination has not yet been selected by the start of the Annual North American Flight Test Safety Workshop the chairman may designate a subcommittee to complete the final selection.

The decision of the Board of Directors is final.

Nominating procedures and award criteria are found at the following link:

<http://www.setp.org/criteria/tony-levier-flight-test-safety-award.html>

8.2.2 FTSW Best Presentation Award

This award is presented to an individual or group of individuals who best relate most importantly, lessons learned in the prosecution of a test program to prevent accidents. This provides a base for use by future flight test programs and helps to prevent past mistakes from being repeated. Presentations are scored based on the following criteria: (1) Technical and professional content; (2) Effectiveness of the presentation and (3) Judge's qualitative rating.

ARTICLE IX Rules of Policy and Procedure

9.1 General Policy

The FTSC Board may adopt such rules of policy and procedures as it may deem necessary in order to implement and carry out the authority conferred upon it under this Charter.

9.2 Charter Amendments

This Charter may be amended, repealed or altered in whole or in part by a two-thirds (2/3) majority of the BoD. Voting may be by e-mail at any time the Chairman proposes a change recommended by the Charter Sub-Committee. Voting criteria is the same as established in paragraph 5.2 of this Charter. Final approval of Amendments must be signed by the SETP Foundation and FTSC Chairman.

SIGNATURES



Steven M. Rainey
Chairman, SETP Foundation

Date: 8/26/13

A handwritten signature in cursive script that reads "Gerald W. Whites".

Gerald W. Whites
Chairman, Flight Test Safety Committee

Date: 8/26/13

Flight Test Safety Committee Charter

Appendix A

Voting by Instant Runoff Voting Method

Flight Test Safety Committee Board of Directors

1. **PURPOSE:** To provide a more equal and fair procedure in selection of award recipients or election of person(s) whereby the “Instant Runoff Voting” method is used.
2. **BACKGROUND:** The previously used “weighted unit” method was seen to have flaws. Among those were complexity and the potential for voter manipulation. A simple majority vote was contemplated but is considered by many voting experts to be the least fair method of voting from a list of more than two candidates.
3. **METHOD:** Where a decision must be made to select one person from a list of candidates, the selection committee will establish the number of candidates to be considered. Voters rank candidates in order of preference (one being the highest or first choice). Each Voting Member of the Committee may rank as many or as few candidates as they wish.
4. **VOTE TABULATION:**
 - a. As a First Step, only first place votes are counted. If any candidate has a majority (>50%) of the first place votes, then that candidate is declared the winner and the process is complete.
 - b. If a majority is not achieved, then the candidate(s) with the fewest first place votes are eliminated.
 - a. The ballots are re-examined and all ballots with eliminated candidate(s) marked are revised to remove the eliminated candidate(s) and the remaining ranked choices are moved up appropriately.
 - b. The revised first place votes are now counted. As in the initial count, if any candidate has a majority (>50%) of the first place votes, then that candidate is declared the winner and the process is complete. If not repeat step b. above until a winner emerges.
5. **DIRECTORS NOT PRESENT:** If a voting member of the FTSC is not physically present at the meeting, their votes may still be counted, so long as they were aware of the full slate of candidates when they marked their ballot.