

## **IADC Technical Publications Committee Bylaws – Version 2.1**

### ***Authorization and Accountability***

The IADC Board of Directors approved the formation of a Technical Publications Committee in 2005. The IADC Technical Publications Committee is to be headed by the Chairman (initially Leon Robinson), who reports to the IADC Board of Directors.

### ***Mission Statement***

The mission of the IADC Technical Publications Committee is to publish a comprehensive, practical, and readily understandable series of peer-reviewed books on the petroleum drilling industry known as the *Gulf Drilling Series* in order to educate and guide industry personnel at all levels.

### ***Time Frame, Meetings***

The IADC Technical Publications Committee activities are ongoing until completion of the entire multi-volume *Gulf Drilling Series*. The full IADC Technical Publications Committee meets quarterly, and smaller groups may meet in person as needed or via e-mail and conference calls. Annual Meetings will be held in South Padre Island on or about the week after Labor Day.

### ***Members, Terms and Criteria***

The IADC Technical Publications Committee is composed of an unlimited number of voluntary members who serve until they find their own replacement. Members of the IADC Technical Publications Committee have either drilling, completions, safety, writing, editing or publishing experience, as well as experience in the international oil and gas industry.

### ***Executive Committee***

Members of the Executive Committee will include the Chairman, Vice Chairman, Secretary, Publisher and Steering Committee.

- The Chairman is appointed and approved by the IADC Board of Directors and serves until a replacement is appointed.
- The Vice Chairman is appointed by the Chairman and fills in for the Chairman in his/her absence. The Vice Chairman is responsible for coordinating all meetings of the IADC Technical Publications Committee.
- The Secretary, also appointed by the Chairman, takes the minutes of each quarterly meeting and presents them at the next quarterly meeting for ratification and approval by the IADC Technical Publications Committee Members. The Secretary is also responsible for any communications with members of the IADC Technical Publications Committee and the Executive Committee.
- The Publisher is ultimately responsible for the quality of the finished product, and therefore a new Publisher may be sought if the Executive Committee votes to change publishers.
- The Steering Committee is responsible for coordination and collaboration among the individual Book Authors/Editors to ensure there is no overlap or duplication among volumes. In addition, the Steering Committee is responsible for insuring continuity between volumes. The Chairman, Vice Chairman and Secretary shall be members of the Steering Committee.

Disputes about book content will be resolved by majority vote of the Executive Committee.

### ***Volume Volunteers***

The Executive Committee approves the appointments of all Lead Authors, Co-Authors and Technical Reviewers for each volume of the *Gulf Drilling Series*.

- Lead Author – For each volume, a Lead Author will be identified who will sign a book contract with the Publisher and will supervise and coordinate the writing by the several Co-Authors and the critiquing by the several Technical Reviewers for that particular book volume. The Lead

Author will establish and enforce deadlines and milestones for his/her volume. The Lead Author and Co-Authors will then write and prepare the manuscript for the chapters assigned by the deadline, meeting the milestones along the way and reporting regularly to the Executive Committee on progress.

- Technical Reviewers – Each Technical Reviewer will read and critique the assigned chapters of the Author's manuscript to ensure technical accuracy and completeness by the deadline set. The Technical Reviewers will also review the manuscript for the ability to convey the technology to the intended audience.
- Contributing authors are those contributing to a volume without receiving any royalties.

All Lead Authors, Co-Authors and Technical Reviewers will be encouraged to fulfill the assigned tasks in a timely manner. Anyone that does not fulfill the assigned obligations in a timely manner will be replaced by the Executive Committee.

#### ***IADC Technical Publications Committee Member Responsibilities***

- Identify and encourage subject matter experts to either write or collaborate in the writing of textbook chapters for the *Gulf Drilling Series*.
- Analyze trends and information needs within the drilling profession and seek out book content to meet those needs.
- Read and critique book outlines and manuscripts.
- Develop and recommend changes in IADC book content to ensure that the content is accurate and presented in a professional format, redundancies are eliminated and coverage is complete.
- Work diligently with Lead Authors, Co-Authors and Technical Reviewers.
- Promote sales of the completed books among industry, government, academia and professional organizations.

#### ***Code of Conduct***

- When one commits to performing a certain task by a certain deadline, one must follow through or find someone else who can follow through instead. Let your 'yes' mean 'yes.'
- Be kind, polite and considerate, and maintain a professional manner, especially when critiquing the writing or work of another.
- Keep the Lead Authors and Executive Committee apprised of progress on your task assignments monthly.

#### ***Changes to the Bylaws***

- Bylaws may be changed at any regular meeting by 50% of those present.

*1<sup>st</sup> Annual Meeting of the Technical Publications Committee  
South Padre Island  
September 19, 2006*