Committee Purpose & Objectives

As connected vehicles evolve, the Emerging Technologies Committee will work to influence the design and operational behavior of vehicle network interfaces; specifically, those interfaces designed to deliver diagnostic and performance data from operational networks such as CAN, LIN, FlexRay, etc. While some network interfaces deliver data through a physical connection, such as the Data Link Connector (OBDII) port, others such as Bluetooth, WiFi and Digital Short-Range Communications (DSRC) stream data wirelessly. Regardless of the method used to deliver that data, aftermarket diagnostic, repair and maintenance services depend on secure and standardized access to this information. To protect this vital resource, the collective aftermarket initiated the Motor Vehicle Owners’ Right to Repair Act, requiring automobile manufacturers to provide the same information to independent repair shops as they do their franchised dealers.

Compliance with Right to Repair legislation is gauged by vehicle manufacturers’ adherence to a related group of technical design standards defined by Standards Developing Organizations (SDO), including SAE International, International Organization for Standardization (ISO) and IEEE. The committee believes that participating in the design and development of vehicle connectivity and interface standards offers the surest and most direct method of protecting aftermarket access to vehicle information.

Therefore, the primary purpose of the Emerging Technologies Committee is to solicit and document design and usage requirements for vehicle network interfaces and vehicle connectivity on behalf of the automotive aftermarket, while its members work to ensure those requirements are reflected in the standards developed by the SDOs.

While the committee’s primary focus is the industry standards influencing the design of vehicle network interfaces and related connectivity, there is an increasing need for our industry to develop standards for the design and application of aftermarket devices connected to these interfaces, and potentially the services they facilitate. Retrofit devices adhering to these standards would offer dependable and secure access to many of the advanced features and services available in new vehicles to the existing fleet of vehicles. While designs based on standards can help to ensure aftermarket solutions have the same performance and consistency as original equipment, the committee will also support the design of test procedures and certification programs confirming these devices are correctly installed and perform as expected.

Finally, this committee has an obligation to share its knowledge and expertise of emerging technologies with the broader automotive aftermarket, as well as the potential opportunities and threats they enable. The committee’s organizational structure is designed to support dissemination of this information across related committees and other organizations.
Organization Structure & Membership

The structure of the Emerging Technologies Committee is designed to support the work of the committee, which is the design and development of industry standards. SDO standards are developed in committee work groups by technical experts, who represent stakeholders directly and materially affected by the scope of standards. These experts are often assigned to more than one committee work group, and any expert may participate in more than one SDO concurrently. Emerging Technologies Committee membership is composed of recognized industry experts serving on existing SDO committees, stakeholder representatives from other ACA standing committees and external stakeholders considered instrumental in supporting the work of the committee. Oversight and funding for the committee is provisioned by the Auto Care Association Board of Directors. Auto Care staff provide administrative and liaison support.

Workgroups are formed ad hoc, based on the work chartered and approved by the Emerging Technologies Committee, with no specific lifespan. Instead, their duration is based on delivery of the work defined by their charter. Specifics for the creation and approval of a workgroup charter are defined and approved by the Emerging Technologies Committee.

Committee Membership

A request for membership shall be addressed to the Emerging Technology Committee Chairman and shall indicate the applicant’s direct and material interest in the Emerging Technology Committee’s work and willingness to participate actively, the applicant’s interest category, related work experience and subject matter expertise. If the applicant has prior experience working as an expert in automotive related technologies in a recognized Standards
Developing Organization (SDO), he or she must provide a list of those organizations, committees and workgroups.

All Committee members that are entitled to a vote must, at the time of their service, be employed by a company that is a member in good standing of the Auto Care Association. However, the Chairman reserves the right to invite guests or subject matter experts to participate in meetings or other Committee deliberations, should he or she deem such participation to be in the best interest of the Committee.

In recommending appropriate action on applications for membership, the Committee Chairman will consider:

1. The appropriateness of the involvement of each interest in the work of the Emerging Technology Committee;
2. The desired balance and diversity of interest and experience; the potential for dominance by a single interest; and
3. The extent of interest expressed by the applicant, and the applicant’s willingness to participate actively.

The Committee Chairman may consider reasonable limits on the Emerging Technology Committee size.

If representatives from distinct divisions of an organization can demonstrate independent interests and authority to make independent decisions in the area of the activity of the Emerging Technology Committee, each may apply for membership.

When appropriate, the Committee Chairman may recommend that the applicant seek representation through an organization that is already represented by a member who represents the same or similar interests.

Individuals and representatives of organizations having an interest in the Emerging Technology Committee’s work may request observer status. Observers shall be advised of the Emerging Technology Committee activities, may attend meetings and may submit comments for consideration, but shall not have a vote. The Committee Chair reserves the right to limit the number of observers.

All directly and materially affected interested parties shall have the opportunity for fair and equitable participation without dominance by any single interest. Dominance means a position or exercise of dominant authority, leadership or influence by reason of superior leverage, strength or representation. The requirement implicit in the phrase "without dominance by any single interest" normally will be satisfied if a reasonable balance among interests can be achieved. Unless it is claimed by a directly and materially affected person that a single interest dominated the standards activity, to the exclusion of fair and equitable consideration of other viewpoints, no test for dominance is required.

The Committee Chairman shall maintain the list of Emerging Technology Committee members and the organizations they represent. The roster shall include the following:

1. Names of the individuals and alternates (as applicable) and their addresses and business affiliations including name of the organization they are representing on the Emerging Technology Committee
2. The interest category of each individual and alternate (as applicable)
In addition, the member’s name (or if membership is by organization, the name of the organization with a point of contact), affiliation and interest category of each member of the committee shall be made available to interested parties upon request.

Committee members are expected to represent the best interests of the entire Auto Care Industry without preference or prejudice toward specific business segments.

**Committee Member Obligations**

Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations. The Committee Chairman shall review the membership list annually. Where a member is found in default of these obligations, the Committee Chairman shall direct the matter to the Emerging Technology Committee for appropriate action, which may include termination of membership.

Committee members are expected to represent relevant deliverables from the Committee’s chartered workgroups as recommendations within their SDO committee meetings. In some cases, this may be result in a new charter for Committee consideration, and in other cases it may be submitted as incremental/alternative requirements for work in progress. Committee members servicing in this capacity are also expected to participate as workgroup designate for those groups they expect to represent, in addition to their duties as an Emerging Technologies Committee member.

At-large members shall serve three-year terms or the unexpired portion of a predecessor’s term, if elected to fill a vacancy. Each year, four at-large member slots shall be vacated and filled with new members. Committee members may be elected to one additional, 3-year term immediately following the first. New Committee members are elected at the last scheduled meeting of each calendar year and their terms begin on the first meeting of the next calendar year. Officers are elected for three-year terms, and elections are held at the last meeting of their term period.

**Workgroup Participation**

In addition to designated Committee representatives, any interested and qualified stakeholder parties directly impacted by the scope of the work defined in the workgroup charter may participate in that workgroup, subject to the approval of the committee and Workgroup Chairman. Workgroup Chairmen will use the administrative guidelines previously defined for Committee Chairmen (above).

**Meetings**

The Emerging Technologies Committee will meet in-person each Fall during the AAPEX show in Las Vegas, NV and each Spring at a location determined by the committee during the previous Fall meeting. Other committee and workgroup meetings may be held as web meetings or conference calls, based on a schedule provided by the Chairman. A member of Auto Care staff will record the minutes of each meeting and submit these for approval by the Committee or Workgroup Chairman, and committee/workgroup members.
Voting

Vote. Each member shall vote one of the following positions:

- Affirmative
- Affirmative with comment
- Negative with reasons (In all but administrative matters, the reasons for a negative vote shall be given and if possible should include specific wording or actions which would resolve the objection.)
- Abstain with reason

Voting Period. The voting period for letter ballots shall be established to allow for timely response across time zones. An extension may be granted at the option of the Committee Chairman when warranted.

Authorization of Letter Ballots. A letter ballot may be authorized by:

1. Majority vote of those present at an Emerging Technology Committee meeting
2. The Committee Chairman
3. Petition of five members of the Emerging Technology Committee or a majority of the Emerging Technology Committee, whichever is less

Actions Requiring Approval by Majority. The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least a majority of the Emerging Technology Committee membership:

1. Formation of a work group, including its procedures, scope, and duties
2. Disbandment of a work group
3. Addition of new Emerging Technology Committee members
4. Approval of minutes
5. Other actions of the committee not specified elsewhere

Actions Requiring Approval by Two-Thirds of Those Voting. The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding abstentions, or if at a meeting, by two-thirds of those present, excluding abstentions, provided that a majority of the total voting membership of the Emerging Technology Committee is present: (If a majority is not present, the vote shall be confirmed by letter ballot.)

1. Adoption of Emerging Technology Committee procedures, categories of interests, or revisions thereof
2. Approval of recommendation to change the Emerging Technology Committee scope
3. Approval of U.S. position on technical matters brought before the Emerging Technology Committee (i.e., NP, CD, DIS, FDIS)
4. Approval of recommendation to terminate the Emerging Technology Committee

Consideration of Views and Objections on Letter Ballots. The committee Staff Liaison shall forward the views and objections received to the Chairman of the Emerging Technology Committee. The chairman shall determine whether the expressed views and objections shall be considered by telephone, correspondence, or at a meeting.
Prompt consideration shall be given to the expressed views and objections of all participants including those commenting on a draft recommendation. A concerted effort to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefor.

Substantive changes required to resolve objections, and unresolved objections, shall be reported to the Emerging Technology Committee members to afford all members an opportunity within appropriate time limits to respond, to reaffirm, or to change their position.

**Report of Final Result.** The final result of the voting shall be reported to the Emerging Technology Committee.

**Information Submitted.** The information supplied shall include:

1. Title and designation of the recommendation
2. Indication of the type of action requested (for example, approval of a new draft recommendation or request for reaffirmation, revision, or withdrawal of an existing draft SDO standard, questionnaire, etc.)
3. A summary of the voting and Emerging Technology Committee member responses
4. Identification of all unresolved views and objections, names of the objector(s), and a report of attempts toward resolution