

Automotive Electronics Council

Component Technical Committee Charter

AUTOMOTIVE ELECTRONICS COUNCIL (AEC) COMPONENT TECHNICAL COMMITTEE CHARTER

Text enhancements and changes made since the last revision of this document are shown as underlined text.

1 Automotive Electronics Council (AEC) Component Technical Committee

The Automotive Electronics Council was originally established by Chrysler, Delco Electronics, and Ford to establish common part qualification and quality system standards. At its inception, the AEC consisted of two committees: the Quality Systems Committee and the Component Technical Committee. The Quality System Committee is no longer active, having deferred all quality specification to IATF 16949. **This charter applies only to the Technical Committee of the AEC.**

1.1 Organization

The AEC Technical Committee is an engineering committee composed of representatives from the following classifications:

- **Sustaining members** represent "end-user" companies (e.g., Tier 1 or equivalent) that supply electronic modules/systems to a consumer automotive Original Equipment Manufacturer (OEM).
- **Technical members** represent automotive-market companies that use electronics in their products or manufacture electronic components (e.g., Tier 2 or equivalent).
- **Associate members** represent companies/organizations providing support and services to the electronics industry (e.g., Tier 3, sub-contractors, universities, etc.).
- **Guest members** represent non-automotive electronics-market companies and/or organizations.

The AEC Technical Committee is a standardization body for establishing standards for high quality/reliability electronic components. A Sub-committee or Task Group is an assembly of AEC Technical Committee members, member company volunteers, or designated industry subject matter experts working on the development of an AEC document to be submitted to the AEC Technical Committee for the member ballot process.

1.2 Scope

The scope of the Technical Committee focuses on the creation of qualification standards for integrated circuits, discrete semiconductors, passive electrical components, and various manufacturing support functions. The results of Committee activities are primarily applied to electronic components used in high quality/reliability application markets, such as transportation, military, industrial, computer, telecommunication, and information systems.

Integrated circuits include custom, semi-custom, and standard integrated circuits, multi-chip modules, and hybrid integrated circuits (i.e., all devices related to integrated circuits, whether they are packaged, unpackaged, or mounted on a passive or active substrate).

Discrete semiconductors include, but are not limited to, transistors, semiconductor diodes, thyristors, and opto-electronic devices.

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Passive components include, but are not limited to, capacitors, resistors, crystals, and resonators.

Manufacturing support functions refer to test methods, processes, hardware and software system elements used in the design, manufacture, and test of electronic devices. These elements include, but are not limited to, packages, test vectors, and quality standards.

1.3 Information Exchange and Member Conduct

AEC Technical Committee members are only allowed to discuss material related to quality and reliability standardization. Topics such as detailed warranty information, pricing, supply/demand forecast, and proprietary designs are outside the scope of this Committee. While engaged in AEC activities, AEC Technical Committee members shall act in a manner that does not violate any state, federal, or international laws or regulations.

In pursuing the development of quality and reliability standardization for the automotive electronics industry, AEC members are not to engage in any trading or other activities associated with the commercial affairs of the producers of automotive electronic components. It is recognized that industry technical groups like AEC necessarily may bring together competitors and that they have policies and administrative structures to ensure that their activities do not enable breaches of competition, or anti-trust law, or violation of trade regulations. AEC is not a forum for the systematic exchange of confidential information which could enable other delegates to see each party's share of sales, output, or the territories into which or customers to whom sales have been made.

1.4 Intellectual Property Rights

When and if the AEC agrees that a Sub-committee or Task Group may start to work on an issue or item, all participants in the Sub-committee or Task Group shall inform the AEC members about any relevant patent rights or other relevant registered intellectual property rights (together known as "IPR") of which they are aware at any time during the work. Background IPR is considered IPR that existed before discussion in the AEC or IPR that results from discussion outside the AEC. Foreground IPR is IPR that results from discussion in the AEC.

For the avoidance of doubt, the disclosure obligation herein touches only IPR of which the participants in the Sub-committee or Task Group are in fact aware, and does not imply any obligation on the AEC, on behalf of its members, participants, or their respective companies, to conduct an IP search.

If technical reasons require the preparation of an AEC document in terms that include the use of such known Background IPR, the AEC shall be informed by the Sub-committee or Task Group. Such an AEC document intended to become part of a legal instrument shall not include provisions requiring the essential use of known Background or Foreground IPR unless:

- a. the owner of the IPR has made an irrevocable commitment that a license to the IPR will be made available without compensation to the applicants desiring to utilize the license for the purpose of implementing the requirements in an AEC document that is intended to become a legal instrument; or
- b. the owner of the IPR has made an irrevocable commitment to provide a non-exclusive license to the IPR on reasonable and non-discriminatory conditions to any party wishing to comply with the legal instrument; or
- c. it is possible to comply with the legal instrument without using the IPR.

If information relating to Background or Foreground IPR arrives at a late stage in the development of a document proposal, or if there is an uncertainty regarding the existence of IPR, the Sub-

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committee or Task Group, upon advice of the AEC, shall decide how to proceed and may decide to cease working on the document until the situation is clarified.

1.5 AEC Technical Committee Memberships

Any company that uses, manufactures, or provides support for electronic components that is interested in developing and supporting AEC Technical Committee documents is eligible for consideration for membership as defined herein. While there is no fee to join the AEC, member companies are expected to pay an equal share of all expenses associated with hosting the annual AEC Reliability Workshop event (see Sections 1.5.1, 1.5.2, 1.5.3, 1.5.4, and 2.6 for more information). Any interested company should refer to the application form in Appendix 1 of this document for more information.

The Sustaining Members serve as the governing body and are responsible for approving any application for membership. The AEC operates under the "one company, one vote" rule whereby each member company shall be restricted to one vote.

Once membership is approved, each member company shall assign one primary member-representative and an alternate member-representative; the designation of an alternate is not required, but assures that the member company is adequately represented. The primary and alternate representatives must be capable of making a technical contribution to all AEC activities. To retain AEC Committee membership, the member company must remain in good standing, actively participating in all AEC Committee activities and supporting usage of AEC documents.

1.5.1 Sustaining Member

The governing body of the AEC is the Sustaining Members, which originally comprised of individual members from Chrysler, Delco Electronics, and Ford. The present Sustaining Members of the AEC Component Technical Committee can be found on the AEC website (<http://www.aecouncil.com>). Any "end-user" company (e.g., Tier 1 or equivalent) that supplies electronic modules/systems to consumer automotive OEM's can petition to become a Sustaining Member of the AEC Component Technical Committee. Each Sustaining Member company is expected to pay a share of all expenses associated with hosting the annual AEC Reliability Workshop event (see Section 2 for more information). Each Sustaining Member company and representative shall actively participate in all AEC Committee activities and serve in the expected roles/functions as defined in this document; failure to do so, may result in having AEC Committee membership privileges revoked.

1.5.2 Technical Member

Any automotive-market company that uses electronics in their products or manufactures electronic components (e.g., Tier 2 or equivalent) and is interested in using and developing AEC documents can petition to become a Technical Member of the AEC Component Technical Committee. A Technical member has full voting privileges (see Section 2.5 for more information). Each Technical member company is expected to pay a share of all expenses associated with hosting the annual AEC Reliability Workshop event. Each Technical Member company and representative shall actively participate in all AEC Committee activities and serve in the expected roles/functions as defined in this document; failure to do so, may result in having AEC Committee membership privileges revoked.

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1.5.3 Associate Member

Any organization or company that provides services or support for the electronics industry (e.g., Tier 3, sub-contractors, universities, etc.) and is interested in using and developing AEC documents can petition to become an Associate Member of the AEC Component Technical Committee. An Associate Member has limited voting privileges (see Section 2.5 for more information). Each Associate Member company is expected to pay a one-half share of all expenses associated with hosting the annual AEC Reliability Workshop event. Each Associate Member company and representative shall actively participate in all AEC Committee activities and serve in the expected roles/functions as defined in this document; failure to do so, may result in having AEC Committee membership privileges revoked.

1.5.4 Guest Member

Any other electronics-market company or organization (e.g., medical, military, etc.) can petition to become a Guest Member of the AEC Component Technical Committee. A Guest Member is free to participate in AEC activities, but has no voting privileges. Guest Members are encouraged to contribute toward expenses associated with hosting the annual AEC Reliability Workshop event, but are not required to do so. Each Guest Member company and representative shall actively participate in all AEC Committee activities and serve in the expected roles/functions as defined in this document; failure to do so, may result in having AEC Committee membership privileges revoked.

1.6 Original Equipment Manufacturer (OEM) Participation

While it is felt that, for organizational simplicity and efficiency, the types of members shall be limited to those described in Section 1.1, it is also recognized that the OEM companies have an important role to play in AEC standardization in that they can provide insight into future applications that may require additional or special requirements on components. A feedback structure is described below that allows OEMs companies to provide input that can help advance the scope and content of these documents.

1.6.1 OEM Consultant Role

Representatives designated by the OEM participant will act as consultants in reviewing and providing recommended improvements to newly released and current documents. It is strongly recommended that these representatives possess a semiconductor background. They do not have voting privileges and may only participate in Sub-committee or Task Group meetings by unanimous consent of the Sub-committee or Task Group members.

1.6.2 OEM Feedback Process

The following describes the process whereby OEM participants can be informed of new AEC releases and offered an opportunity to review and provide comment. If the comments are such that they should be considered for immediate inclusion, a fast revision process will be enacted as follows:

- a. As soon as a new draft document is released, the OEM participant representatives will receive a copy for review via e-mail distribution.
- b. The OEM participant representatives will then have thirty (30) days from receipt to provide comments and recommendations for improvements, with any items deemed urgent or critical for immediate inclusion to be flagged as such, and submitted to the AEC Technical Committee Chairman.
- c. The AEC Technical Committee will then review the OEM participant comments and recommendations and will inform the OEM participant within thirty (30) days from receipt

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of their decision to include immediately, defer to the next document revision, or provide rationale for why the comment/recommendation is not being considered for inclusion.

- d. If the decision is to include immediately, the AEC Technical Committee will then begin a targeted (limited) revision to include the relevant comment/recommendation.

1.6.3 AEC Technical Committee and OEM Participant Meetings

Two types of meetings can be initiated to enhance communication between the AEC Technical Committee and OEM participants:

- a. On demand, if an OEM participant identifies an urgent or critical document issue requiring the AEC Technical Committee to address.
- b. Periodically (e.g., quarterly, semi-annually) as needed, to provide a brief overview of current AEC activities and to understand any new concerns or initiatives from OEM participants that could drive new AEC projects.

2 PROCEDURE

2.1 Technical Committee Chairperson

The Technical Committee Chairperson serves as a neutral facilitator and is responsible for coordinating all AEC Technical Committee activities including setting Technical Committee teleconference and meeting agendas, scheduling meetings, recording meeting minutes, and issuing action items. The Chairperson shall be a Sustaining Member of the AEC Technical Committee who will serve for a term of 2 years. There is no limit on the number of terms the Technical Committee Chairperson may serve.

If there is no Sustaining Member volunteer, a Technical Committee Member in good standing may serve as Chairperson with approval from the Sustaining Members until such time that a Sustaining Member wishes to volunteer to serve. In this role, the Technical Committee Member serving as the Chairperson will not be able to represent his company in meetings unless agreed to by unanimous consent of the Technical Committee, Sub-committee, or Task Group. In the event there is more than one candidate for the Technical Committee Chairperson position, a special Sub-committee shall be created among the Sustaining Members to oversee a Chairperson candidate voting ballot process. The Chairperson ballot shall include the name and affiliation of each Technical Committee Member candidate and a brief biography detailing their involvement within the AEC and qualifications for consideration as Chairperson. The special Sub-committee shall then distribute a Chairperson ballot to the full Technical Committee Membership for vote with a deadline not to exceed 30 days from receipt of ballot. The special Sub-committee shall tally all received ballot votes and determine a winner based on vote majority. In the event of a tie in candidate ballot vote results, the special Sub-committee shall select the winning candidate.

2.2 Executive Committee

The Chairperson shall appoint an Executive Committee to serve as advisors and assist with both daily operation and long-term goal management of the AEC Technical Committee. The Chairperson may designate Executive Committee members to serve in support roles such as Vice Chair, Secretary, and/or Treasurer (as needed).

The Executive Committee will assist the Chairperson with all AEC-related activities, including, but not limited to, organization of ballots, facilitation of meetings, budgeting, planning, and engagement with other standardization bodies and the OEM community. The Executive

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Committee makes executive decisions in the best interests of the AEC Technical Committee, without a ballot where necessary.

2.3 Technical Committee Meetings

One annual meeting and periodic (e.g., weekly, monthly) meetings as needed to conduct AEC business shall be scheduled by the Chairperson. The scheduled annual Technical Committee meeting shall coincide with the annual AEC Reliability Workshop event. Additional meetings, either via teleconferencing or in person, shall be held as necessary to conduct AEC business.

All Technical Committee, Sub-committee, and Task Group meetings (e.g., face-to-face, conference call, etc.) must have at least one Sustaining Member and more than 50% of the membership present to invoke a quorum and make the meeting official.

2.4 Agendas and Meeting Minutes

The Technical Committee Chairperson will be responsible for developing and circulating the agendas and the meeting minutes for all AEC activities. The Chairperson may delegate these responsibilities to other Technical Committee Members, if desired. A template for recording the agenda, minutes, action items, attendance, and required items can be found in Appendix 3.

Accurate meeting minutes between Committee, Sub-committee, and Task Group members should be taken and retained; not simply to document discussions and action items, but also to protect against potential claims of breach of confidentiality or competition laws.

In order to protect the AEC, its members, and their respective companies, the following rules shall apply to all AEC Technical Committee, Sub-committee, and Task Group member meetings:

- a. Every meeting of the AEC Technical Committee will have a specific purpose, with an agenda circulated to delegates prior to the meeting. This agenda will be followed and all meetings will be accurately recorded by minutes.
- b. The Technical Committee minutes shall be circulated to all members in a timely manner once the meeting adjourns and shall be retained by the AEC.
- c. Every Technical Committee meeting will begin with the Chairperson reading the Compliance Statement set out in Appendix 2 and this shall be recorded in the minutes.
- d. Detailed meeting minutes are optional for Sub-committees and Task Groups, as their output is typically a marked-up document with commentary.
- e. Information disclosed during an AEC meeting in connection with Technical Committee, Sub-committee, or Task Group technical work is to be considered AEC Confidential.
- f. AEC Confidential information may be shared internally within the AEC member company. AEC Confidential information is prohibited from being shared with any and all third parties including, but not limited to, other industry standards organizations, consultants, the press, or the public.
- g. External disclosures of AEC Confidential information in technical or tradeshow presentations must be approved in advance by the AEC Chairperson. Even then, these disclosures shall be limited to the goal of the AEC development document or to general details of any AEC document that has been previously approved by AEC Technical Committee ballot.

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2.5 Sub-committees and Task Groups

At the Technical Committee's discretion, Sub-committees and Task Groups may be commissioned to address specific issues in parallel with other AEC business. Sub-committee and Task Group participants do not have to be designated as AEC Technical Committee Members or representatives. At the discretion of the Sub-committee or Task Group Chair, with consent of the AEC Technical Committee Chairperson, participants may include subject matter experts within an AEC Member company or outside organization.

2.6 Voting on Ballots

All AEC Component Technical Committee members (i.e., Sustaining, Technical, Associate, and Guest Members) shall have an opportunity to review and comment on each new or revised document. The term document refers to Standards, Publications, Specifications, or Guidelines.

The AEC operates under the "one company, one vote" rule whereby each Sustaining and Technical Member company shall be restricted to one full vote (i.e., 1.0 vote); Associate Member companies shall be restricted to a partial vote equivalent to a one-half vote (i.e., 0.5 vote); Guest Member companies will have the opportunity to review and comment on a new or revised document, but do not have voting privileges.

Ballot results are considered valid when more than 50% of the voting AEC Technical Committee Members have submitted a ballot vote by the stated deadline. Document approval will require a 3/4 majority of the voting Technical Committee members, including Sustaining, Technical, and Associate Members. Abstain votes shall not be considered in the vote tally. Negative/Reject votes and all submitted comments shall receive a timely response in an attempt to resolve all issues brought forth, either by modifying the document in question or through detailed discussion on the justification behind the document and/or issue. Every effort shall be made to resolve any dissenting Member vote. Any technical modification to the document in question shall require a re-balloting of the revised document. If an issue cannot be sufficiently resolved, a 3/4-majority of the voting Technical Committee Members will result in approval of the re-ballot document.

2.7 AEC Reliability Workshop

An Annual AEC Reliability Workshop shall be held to provide a forum and structured environment to discuss quality and reliability problems and philosophies related to all aspects of passive component, discrete semiconductor, and integrated circuit design, test, analysis, fabrication, assembly, and field performance. The environment is a highly interactive technical presentation and panel discussion format promoting open and frank communications within the international automotive component supplier base. The purpose of this workshop is to continuously improve communications between automotive electronic component users and their supplier base. The Technical Committee Chairperson, with consent of the Sustaining Members, shall approve all facility contracts and proposed event budgets.

2.7.1 AEC Reliability Workshop Chairperson

The position of Workshop Chairperson is responsible for the coordination of the Annual AEC Reliability Workshop event, including but not limited to: creation and distribution of the Call for Presentations, abstract selection, presentation review, attendee registration, attendee materials, host facility interface, and resolution of final expenses. Historically, the Workshop Chairperson role rotated among the Sustaining members, but any Technical Committee Member may volunteer for the position pending approval by the Technical Committee Chairperson. The term of the Workshop Chairperson shall be for a period of one year, beginning at the close of the Annual AEC Reliability Workshop through the adjournment of the following year's Workshop event. At the Workshop Chairperson's discretion, Workshop Committee made up of Technical Committee Member volunteers can be formed to complete certain tasks associated with the Workshop event.

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2.7.2 AEC Reliability Workshop Expenses (or Annual AEC Membership Dues)

All Annual AEC Reliability Workshop event expenses (e.g., meeting room fees, AV, catering, etc.) shall be distributed among all AEC Technical Committee Member companies, in the form of a Member payment or "share". All AEC Technical Committee Members MUST pay their share whether they attend the Annual AEC Reliability Workshop event or not. For the purposes of expensing this cost, the Technical Committee Member can deem it either as a Workshop entry fee or annual AEC Membership dues.

The share amount can be estimated prior to the Workshop event, but will not be finalized until all expenses have been tabulated by the host facility (typically 7-10 days following the end of the Workshop event). One share is calculated by taking the finalized host facility expense invoice for the Workshop event and dividing by the sum of: the number of Sustaining and Technical Members plus one-half the number of Associate Members. The finalized expense invoice shall be reduced prior to the share calculation pending any contributions made by Guest Members.

- Sustaining and Technical Member companies shall be responsible for a full share (i.e., 1X) of expenses.
- Associate Member companies shall be responsible for a one-half share (i.e., 0.5X) of expenses.
- Guest Members are encouraged to contribute toward expenses associated with hosting the annual Reliability Workshop event, but are not required to do so.

The Technical Committee Chairperson shall coordinate AEC Member payment activity with the host facility.

2.7.3 Additional AEC Expenses

Additional costs beyond the Workshop Expenses may be incurred by the AEC Technical Committee to cover planning and coordination of AEC activities. This may include, but is not limited to, website maintenance, management company services for administrative activities, or other necessary expenses. These additional costs shall be distributed among all AEC Technical Committee Member companies as described in Section 2.7.2 above. The Technical Committee Chairperson shall distribute a ballot to authorize these costs and will follow the guidelines defined in Section 2.6.

3 AEC TECHNICAL COMMITTEE DOCUMENTS

The Sustaining Members of the AEC Technical Committee shall have the final authority to determine the categories of documents issued (e.g., standards, publications, guidelines, specifications, etc.).

Restrictions on use or reproduction of AEC Technical Committee documents shall be per Section 3.6. All AEC documents are free of charge and can be downloaded via the AEC website at <http://www.aecouncil.com>.

It is desirable for AEC Technical Committee documents to be accepted as industry standards in worldwide standardization bodies such as JEDEC (Joint Electronic Device Engineering Council) and IEC (International Electrotechnical Committee). If they do become standards in these bodies, the AEC Technical Committee reserves the right to publish addenda to alert suppliers of special AEC Technical Committee requirements.

The AEC Technical Committee has designated ENGLISH as the official language and, as such, all AEC documents will be published in English. As resources allow, the AEC Technical

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Committee may at their discretion publish translated versions of AEC documents in other native languages.

3.1 Document Identification

A numbering system identifying the AEC Sub-committee, document title, and revision shall be used on all AEC Technical Committee documents. The following document structure shall be used:

Q1xx refers to qualification of semiconductor components (e.g., Q100 for integrated circuits, Q101 for discrete semiconductors)

Q2xx refers to non-semiconductor components (e.g., Q200 for passive components)

The Q00X designation (e.g., Q001, Q002, etc.) identifies methods, publications, and guidelines that apply to the entire spectrum of automotive electronic components.

3.2 AEC Technical Committee Standards

The information included in AEC Technical Committee standards is intended to represent a sound approach to automotive electronics specification and application.

3.3 AEC Technical Committee Publications

AEC Technical Committee publications provide general engineering information on products, procedures, and/or services within the scope of the AEC that may not necessarily be appropriate for release as a standard. This information may involve materials, parts, accessories, installation, maintenance or test procedures, application, reliability, and/or quality assurance.

3.4 AEC Technical Committee Specifications

AEC Technical Committee specifications are prepared to clearly and accurately identify the essential technical requirements for the procurement and use of components in automotive electronic applications. Additional procedures needed to help determine whether electronic components meet the requirements of an AEC specification shall be referenced.

3.5 AEC Technical Committee Guidelines

An AEC Technical Committee guideline is a document that provides a desirable method of manufacture or test. Being conceptual in nature, the guideline allows the supplier to perform the manufacturing or testing as needed to meet the intent of the guideline. Details in the guideline are not requirements, but are intended to provide a documented description of the method so that the desired level of compliance can be met with some degree of flexibility.

3.6 Notices and Copyrights

The AEC owns the copyright to all documents created through AEC activities. The use of copyrighted material requires express written permission from the AEC Technical Committee Chairperson with consent of the AEC Technical Committee. For the protection of member companies, all AEC documents, including but not limited to Standards, Publications, Specifications, and/or Guidelines, shall be copyrighted. Any document distributed for review, comment, and/or vote shall include the following notification on the first page of the document:

NOTICE

AEC documents contain material that has been prepared, reviewed, and approved through the AEC Technical Committee.

AEC documents are designed to serve the automotive electronics industry through eliminating misunderstandings between manufacturers and purchasers, facilitating interchangeability and improvement of products, and assisting the purchaser in selecting and obtaining with minimum delay the proper product for use by those other than AEC members, whether the standard is to be used either domestically or internationally.

AEC documents are adopted without regard to whether or not their adoption may involve patents or articles, materials, or processes. By such action AEC does not assume any liability to any patent owner, nor does it assume any obligation whatever to parties adopting the AEC documents.

The information included in AEC documents represents a sound approach to product specification and application, principally from the automotive electronics system manufacturer viewpoint. No claims to be in conformance with this document shall be made unless all requirements stated in the document are met.

Inquiries, comments, and suggestions relative to the content of this AEC document should be addressed to the AEC Technical Committee on the link <http://www.aecouncil.com>.

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Appendix 1: Membership Application Template - AEC Technical Committee

Sustaining ☐

Technical ☐

Associate ☐

Guest ☐

Company Name: _____

Company Address: _____

Company: **User/Tier 1** ☐ **Supplier/Tier 2** ☐ **Support/Tier 3** ☐ **Other** ☐

Company Business (please describe): _____

Primary Company Representative Name: _____

Representative Title: _____

Address: _____

Telephone: _____

E-mail Address: _____

Company Management Approval

I have read the AEC Technical Committee Charter and my company supports the objectives expressed in the document.

Name (typed or printed): _____

Title: _____

Signature: _____

Date: _____

Complete the above application form and submit to both of the AEC Members listed below. Every effort will be made to notify you of receipt of your application and its status in the AEC Technical Committee approval process.

Technical Chair Name
Company
Address
City, State
Postal code Country

Email address
Ph:

Technical Vice-Chair Name
Company
Address
City, State
Postal code Country

Email address
Ph:

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Appendix 2: AEC Compliance Statement

AEC Compliance Statement

Members of the AEC Technical Committee must not partake in any discussion, activity, conduct or exchange of information that may be regarded as a breach of any applicable competition law provision. In particular, AEC Technical Committee Members must not exchange any competitively sensitive information, including information or individualized intentions about future conduct regarding prices or quantities (including future sales, market shares, margins, territories or customers).

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Appendix 3: Suggested Meeting Minutes Template

PROCEDURE:

- Record Member Attendance
- Establish Quorum
- Read AEC Compliance Statement
- Approve Previous Meeting Minutes
- Review Meeting Agenda
- Record Minutes and Actions for Each Agenda Item
- New Business Proposals or Comments
- Adjourn Meeting
- Circulate Minutes to AEC Technical Committee, Sub-committee, and/or Task Group

EXAMPLE TEMPLATE:

1) Member Attendance:

Company	Name		Company	Name		Company	Name

2) Establish Quorum: ☐

3) Read AEC Compliance Statement: ☐

4) Approve Previous Meeting Minutes: ☐

Comments:

5) Meeting Agenda

- New Memberships ☐
- Review of Active Sub-team Activity ☐
- AEC Reliability Workshop ☐
- Proposed New Business, AEC Issues, etc. ☐
- Adjourn Meeting ☐
- Publish Meeting Minutes ☐

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Revision History

<u>Rev #</u>	<u>Date of change</u>	<u>Brief summary listing affected sections</u>
-	Mar. 12, 1998	Initial Release
A	Aug. 25, 2000	Revised 1.1, 2.1, 2.2, and 3.5
B	Nov. 25, 2002	Revised AEC Sustaining Member representative names and signatures. Added reference to AEC web site.
C	Aug. 25, 2004	Revised AEC sustaining member representative names and removed signatures. Modified section 3.5 to add AEC document notice.
D	Sept. 19, 2006	Complete document revision. Revised the following: Sections 1, 1.1, 1.2, 1.3, 1.3.1, 1.3.2, 2.1, 2.3, 2.4, and 3.1 to 3.5. Added new Sections 1.3.3 (Guest Member), 1.3.4 (Limits and Restrictions), 2.5 (Reliability Workshop Chairperson), 2.6 (Reliability Workshop), 3.1 (Document Identification), and 3.6 (Voting). Revised the Membership Application Form to update AEC sustaining member representative names and contact information.
E	Jan. 14, 2008	Revised the following: Sections 1.1, 1.3, 1.3.1, 1.3.2, 1.3.3, 1.3.4, 2.3, 2.4, 2.6, 3.6, and 3.7. Added new Section 1.3.2 (Technical Member). Revised the Membership Application Form to reflect new membership structure and update AEC sustaining member representative names and contact information.
E1	Apr. 20, 2009	Revised the Membership Application Form to update AEC sustaining member representative names and contact information.
E2	Jun. 1, 2010	Revised the Membership Application Form to update AEC sustaining member representative names and contact information.
F	Mar. 18, 2011	Revised Section 1.1 to clarify membership classifications. Revised Section 2.1 to modify chairperson allowances. Revised Section 2.2 to modify conditions for workshop meeting schedules. Revised Membership Application Form to update AEC contact information.
G	Jun. 30, 2017	Complete document revision. Added new Sections 1.3 (Information Exchange and Member Conduct), 1.4 (Intellectual Property Rights), 1.6 (Original Equipment Manufacturer (OEM)), 1.6.1 (OEM Consultant Role), 1.6.2 (OEM Feedback Process), 1.6.3 (AEC Technical Committee and OEM Participant Meetings), Appendix 2 (AEC Compliance Statement), and Appendix 3 (Suggested Meeting Minutes Template). Revised Sections 1.1, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.6.1, 2.6.2, 3, 3.6, and Appendix 1.
H	<u>July 11, 2025</u>	<u>Added new Sections 2.2 (Executive Committee) and 2.7.3 (Additional AEC Expenses).</u> <u>Revised section numbering as required.</u> <u>Made minor grammar improvements, spelling correction and section numbering (Section 1.1, 1.3 and 2.x)</u>