

# SMPTE Representation to Outside Committees

*In considering an appointment of an SMPTE representative to an organization, committee or working group, the following guidelines are to be followed:*

## A. Need for Representation

The appropriate officer of the SMPTE shall determine whether the relationship between the interests and concerns of the organization in question and the Society warrant representation. If this is found to be in the affirmative, the initial organization of the representation shall be approved by the Board of Governors.

## B. Appointment of Representatives

(1) The appointment of a representative shall be the responsibility of the appropriate Vice-President, as determined by the Board of Governors.

(2) The appointment shall be for a term equal to and running concurrently with the term of office of the responsible Vice-President.

(3) In the event that the appointment consists of more than one individual, the Leader of the group shall be named by the responsible Vice-President.

(4) All appointments shall be reported to the Board of Governors at its first meeting following the date of appointment.

(5) Ex-officio appointments of persons participating in parallel activities within the Society are to be preferred. However, this should not be considered as a hard and fast rule, since the ability of an appointee to represent the Society with distinction must be the prime consideration.

(6) It must be recognized that inter-society or inter-organizational relationships may depend heavily upon continuity and personal contact for maximum effectiveness. In making appointments, considerations must be given to the potential length of participation the individual in question may realistically look forward to.

(7) While personal willingness, interest and ability to participate are essential, the Society must have assurances of the necessary interest and the availability of administrative and financial support for active participation. In the event that a rep-

resentative finds it consistently impossible to attend meetings, he must be replaced, or the liaison discontinued.

(8) The appointee must be a voting member of the SMPTE.

## C. Responsibilities of Representatives

(1) While it is entirely proper for the representative to express a personal opinion based on his expertise, he must formally reflect the position as established by the Society through its committees and other procedures. In the event the representative is uncertain of the Society's position, he must request a review of the questions by the appropriate committee or group within the SMPTE.

(2) Any item, or action, felt to be of major concern to the Society shall be reported to the appropriate committee or group in the Society as soon as possible.

(3) In the case of multiple representation, the delegation must agree on a common position, either through a meeting or letter ballot, with the final position to be made by the Leader. In the event of a disagreement, the question must be submitted for resolution to the appropriate committee, or group, within the SMPTE.

(4) Copies of all letter ballots and reports submitted by any representative shall be sent to the appropriate person at Society Headquarters for inclusion in the files.

(5) While the representative is free to use his own discretion in handling the affairs of his appointment, he cannot commit the Society to any position or action without the approval of the recommended commitment by the appropriate Vice-President, or the Board of Governors.

## D. Headquarters Support to Representatives

It is expected that the representative will be fully supported by his employer, or other personal contacts. In special cases, the Society Headquarters can assist in providing occasional clerical support if approved by the appropriate Vice-President. Any major support, clerical or financial, must be approved by the Board of Governors.

31 July 1974

## standards and recommended practices

### Approved SMPTE Recommended Practices

On 10 November 1974, the Society's Board of Governors approved four SMPTE Recommended Practices: RP 55-1974, 8-mm Type S (Super 8) Sprocket Design; RP 56-1974, Safe Action and Safe Title Areas for 8-mm Release Prints, which specifies safe areas for both super-8 and regular 8-mm prints; RP 57-1974, Vertical Interval Reference (VIR) Signal, which represents an endorsement by the SMPTE of the Vertical Interval Reference (VIR) Signal as specified in Electronic Industries Association Television Systems Bulletin No. 1, EIA Recommended Practice for Use of a Vertical Interval Reference (VIR) Signal; and RP 58-1974, Nomenclature for Devices Enclosing 8-mm Motion-Picture Film for Projection.

Copies of these and other SMPTE Recommended Practices may be purchased from Society Headquarters.

### Approved International Standard

The International Organization for Standardization (ISO) approved during November 1974 International Standard ISO 2862-1974, Cinematography — Single-Track Magnetic Sound

Record on 35-mm Motion-Picture Films — Position and Dimensions, the technical content of which is published here. This standard is in complete agreement with USA practice and American National Standard PH22.186-1974. Complete copies of all International Standards are available from the American National Standards Institute, 1430 Broadway, New York, NY 10018.

ISO is a worldwide federation of national standards institutes (ISO Member Bodies). The work of developing International Standards is carried out through ISO Technical Committees. Every Member Body interested in a subject for which a Technical Committee has been set up has the right to be represented on that Committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

The International Standard published here was developed by Technical Committee 36 on Cinematography. The work of this Committee is administered by the Engineering Department of the SMPTE which functions as the Secretariat in ANSI's name. A report of the last meeting of the Committee was published in the February 1974 *Journal of the SMPTE*. The next meeting is scheduled for the spring of 1976 in Paris, France. — Alex E. Alden, *Staff Engineer*