



AMRA

AMRA-000:2023

Edition: 1
2022-11-28

Bylaws

Edition Notice

History of AMRA-000:2021

- Ed1 on 2021-12-28:
 - The 1st publication.
- Ed2 on 2022-01-06:
 - Add 2.4.5 according to the meeting minutes of Board meeting #6.
- Ed3 on 2022-05-31:
 - Add 2.2.5 according to the meeting minutes of Board meeting #8
 - Add 2.3.5 & 3.6 according to the meeting minutes of Board meeting #9
 - Update 2.5.1 & 2.5.2 according to the meeting minutes of Board meeting #9
 - Update 3.13 & 3.14 for readability
 - Update 4 for the updated Membership Agreement (*AMRA-003:2021-Ed4*)

History of AMRA-000:2023

- Ed1 on 2022-11-28:
 - Update some terms in the document for term consistency
 - *“the board”* → *“the management board”*
 - *“self-claim logo”* → *“self-claimed conformance mark”*
 - *“membership class”* → *“membership type”*
 - Update 2.3 and 2.4 to refer membership fee details to Programs of Membership Fee and Publication Acquisition Fee (*AMRA-006:2023-Ed1*) for document maintenance considerations
 - Update 3.2 according to the meeting minutes of Board meeting #11
 - Update 3.5 & 3.6 according to the meeting minutes of Board meeting #11
 - Add 3.7 according to the meeting minutes of Board meeting #11

Contents

1. Objective	4
2. Members	4
3. Organization Structure	6
4. Copyright and Intellectual Property	8
5. Finance	8
6. Amendments	9
7. Miscellaneous	9

1. Objective

- 1.1. Autonomous Mobile Robot Alliance (AMRA) is an industrial alliance dedicated to shaping the AMR market in favor of high quality AMR products and services. AMRA aims at promoting a sustainable growing AMR ecosystem which benefits both ARMA members and their clients.
- 1.2. Autonomous Mobile Robot Alliance (AMRA) engages our members to shape the AMR market in favor of high quality AMR products. AMRA aims at promoting a sustainable growing AMR ecosystem with interoperability and standardization.

2. Members

- 2.1. AMR providers, AMR system integrators, AMR users, AMR component providers, AMR service providers, or institutions related to the AMR industry are eligible to apply for AMRA membership.
- 2.2. Membership type
 - 2.2.1. Normal membership is suitable for any company or institution related to the AMR industry who is interested in involving AMRA standard development and promotion.
 - 2.2.2. Approved membership is by invitation only. AMRA management board can decide who to be invited.
 - 2.2.3. Academia membership is suitable for academic institutions willing to promote AMRA in their courses. AMRA management board can decide to approve an application or not.
 - 2.2.4. VIP membership is suitable for any company or institution related to the AMR industry who is willing to involve deeper with AMRA standard development and strategic decision making.
 - 2.2.5. A member with Normal membership or VIP membership would lose its membership status if membership expires. The member would become an Observer (non-member) after its membership expires.
 - Can attend WGs discussions and provide feedbacks
 - Not allowed to submit proposals in WGs
 - The member name will not be shown in the contributor list (in the “introduction” section) of a standard
 - The name of the expert of the Member can be shown in the contributor list of standard

2.3. Privileges

- 2.3.1. Normal membership owners can participate in AMRA standard development activities. After active participation in any working group activities for more than 5 times, normal membership owners can participate in technical committee activities. Should there be not enough management board representatives, normal membership owners can volunteer as a management board representative. Normal membership owners can submit proposals to the management board for discussion.
- 2.3.2. Approved membership owners can participate in AMRA standard development activities. This includes both working groups and technical committee activities.
- 2.3.3. VIP membership owners can participate in all AMRA activities. This includes working groups, technical committees, and management board activities.
- 2.3.4. AMRA membership owners can subscribe to AMRA standards using a discount price determined by the management board.
 - Subscribed membership owners can self-claim the conformity of AMRA standards on their products if provided with required evidence to AMRA.
 - Once a self-claimed conformity is approved by AMRA, the applicant is authorized to use AMRA's self-claimed conformity mark on the applied product within the duration of the applicant's valid membership.
- 2.3.5. The management board can decide to offer a new Approved member free subscription of single or several specific standards during the review of its application according to the Clause 4.1.9 in *AMRA-006:2023-Ed1 Programs of Membership Fee and Publication Acquisition Fee*
 - Not all Approved members can get free subscriptions.
 - Approved members cannot apply self-claimed conformance mark with free subscriptions
- 2.3.6. Additional privileges not specified here can be granted by the AMRA management board.

2.4. Membership fee

- 2.4.1. Different membership owners are required to pay different annual membership fees. Please refer to *AMRA-006:2023-Ed1 Programs of Membership Fee and Publication Acquisition Fee* for details.
- 2.4.2. AMRA's legal representing entity is not required to pay an annual membership fee.

- 2.5. Seat in the management board
 - 2.5.1. Each VIP member can have one seat in the management board. If the number of members in the management board is not enough, seats will be open to non-VIP members to volunteer. The volunteer will be accepted into the management board as long as there is still an empty seat. The member in the management board can vote or consent on board matters. The seat in the management board is termed as “the management board representative”.
 - 2.5.2. The number of seats in the management board is **10** and is reset at the start of every term. However, if a new VIP member wishes to have a seat in the management board when all seats are already taken, a new seat will be created for the VIP member to guarantee its privilege.
 - 2.5.3. The term of a management board representative is **1 year**. Each term starts on **March 1st**.
- 2.6. Seat in the technical committee
 - 2.6.1. Each normal member and academia member can have one seat in each technical committee after active participation in any working group’s activities for **more than 5 times**. Approved members and VIP members can have one seat in each technical committee. The seat can vote or consent on technical committee matters. The seat in a technical committee is termed as “the technical committee representative”.
 - 2.6.2. There is **no limit on the number of seats** in the technical committee.
- 2.7. Experts in working groups
 - 2.7.1. Each AMRA member can have experts in each working group. An expert can contribute to working group discussions and give consent on technical proposals. An expert in a working group is termed as “a working group expert”.
 - 2.7.2. There is **no limit on the number of experts** in a working group.

3. Organization Structure

- 3.1. AMRA consists of a management board (Board), one or more technical committees (TC), one or more working groups (WG), and a secretariat.
- 3.2. AMRA management board makes decisions on following tasks
 - Modification of the bylaws
 - Modification of the decision making method
 - **Review of Approved member applications**
 - Review of a newly proposed technical topic, such as a new standard proposal
 - Review of the final draft of an official standard for publishing

- Review of the roadmap of AMRA standard and AMRA service for announcement
 - Organization of promotion events
- 3.3. Board-level decisions are made by majority vote **over 50% of the attended members**.
- 3.4. The chair of the management board is appointed by the AMRA's legal representing entity. The chair is responsible for hosting board meetings, promoting AMRA, and communicating with different AMR related parties and organizations.
- 3.5. AMRA technical committees are responsible of following tasks
- Creation of a new proposal about the scope and topic of interest of a new standard
 - Appointing a chair for a newly established working group
 - Review of a working draft proposed by a working group
 - Balloting of a committee draft
 - Selection of requirements for essential partial conformance or certification
- 3.6. TC **standard draft approval** decisions are made by majority vote **over 75% of the votes** from TC members.
- 3.7. **TC-level decisions other than standard draft approvals are made by reaching consensus from TC members.**
- 3.8. The chair of a technical committee is assigned by the management board. The chair is responsible for hosting technical committee meetings and achieving conclusions.
- 3.9. A technical committee chair has a term of **the span of the working topic being processed**. Should a technical committee chair be unable to continue his/her term, the management board will reassign a new chair.
- 3.10. Working groups are responsible of following tasks
- Drafting working draft of technical standards
 - Revising working draft rejected by technical committees
- 3.11. The chair of a working group is assigned by the technical committee. The chair is responsible for hosting working group meetings and delivering a working draft for the corresponding technical committee to review and ballot.

- 3.12. The chair may appoint a co-chair to help with working group matters. The co-chair can also be assigned by the technical committee.
- 3.13. A working group chair has a term of **the span of the working topic being processed**. Should a working group chair be unable to continue his term, the technical committee will assign a new chair.
- 3.14. A draft standard is developed in a working group and conducted by means of consensus. The draft standard consented by a working group will become a working draft. Once the working draft is approved by majority vote within the technical committee, the working draft will become the committee draft. It will be updated by the secretariat for editorial purposes to form a final draft for review by the management board.
- 3.15. AMRA secretariat is formed by the AMRA's legal representing entity and volunteers within AMRA. The secretariat is responsible for the following tasks
 - Assist standardization activities
 - Finalizing and publishing standards
 - Execute decisions made by the management board
 - Manage the operations and promotions of AMRA
- 3.16. AMRA's legal representing entity is responsible for the operation of AMRA and providing following services
 - Legal
 - Accounting
 - Sales of AMRA publications
 - International partnership

4. Copyright and Intellectual Property

- 4.1. The copyright and intellectual property rights are defined in the Membership Agreement.

5. Finance

- 5.1. Financial records will be open for AMRA normal members and VIP members to inquire.

6. Amendments

- 6.1. These bylaws can be amended or altered by the management board after approval.

7. Miscellaneous

- 7.1. The following terms shall have the following meanings herein.
 - 7.1.1. “Board” means the management board of AMRA.
 - 7.1.2. “TC” means a technical committee of AMRA.
 - 7.1.3. “WG” means a working group of AMRA.



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AMRA

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