

Minutes of Meeting of National Advisory Committee for Aeronautics held in the War Department at Washington, D.C.

April 23, 1915.

In accordance with the provisions of the Naval Appropriation Act (Public No. 271 - 65d Congress), approved March 3, 1915, creating an Advisory Committee for Aeronautics, and in pursuance to a call issued by the Honorable the Secretary of War, by direction of the President of the United States, the members appointed by the President to the National Advisory Committee for Aeronautics met in the War Department at Washington, D.C., at 10 a.m., April 23, 1915.

Present: Brig. Genl. George P. Boriven,
Chief Signal Officer, War Department.

Lieut. Col. Samuel Reber,
Signal Office, War Department.

Captain Mark L. Eristol, U.S.N.,
Director of Naval Aeronautics, Navy Department.

Naval Constructor Holden C. Richardson, U.S.N.,
Navy Department.

Dr. S. W. Stratton,
Bureau of Standards.

Prof. Charles F. Marvin,
U.S. Weather Bureau.

Hon. Byron K. Newton,
Treasury Department.

Prof. William F. Durand,
Stanford University, California.

Prof. Michael I. Pupin,
Columbia University, New York, N.Y.

Prof. John P. Hayford,
Northwestern University, Evanston, Illinois.

Prof. Jos. S. Ames,
Johns Hopkins University, Baltimore, Md.

Absent: Dr. Charles D. Walcott, Smithsonian Institution.

The meeting was called to order by the Hon. the Secretary of War, acting as chairman pro tempore.

By a motion duly seconded and carried, it was decided to proceed to the election of officers of a temporary organization for the purpose of adopting rules and regulations for the conduct of the work of the committee.*

Brig. Genl. George P. Serriven, U.S.A., was nominated, duly seconded and unanimously elected to the office of Chairman.

Naval Constructor H.O. Richardson, U.S.N., was nominated, seconded and unanimously elected to the office of Secretary.

This being accomplished, the Secretary of War retired, and the temporary officers assumed office.

Upon a motion duly seconded and carried it was decided to proceed to the consideration of rules and regulations for the conduct of the committee.

After discussion, and upon motion duly seconded and carried, the word - National - was prefixed to the terms - Advisory Committee for Aeronautics - in conformity with the designation in the call issued by the Secretary of War.

After due and careful consideration and discussion; and upon motion duly seconded and carried, in each case; the following "Rules and Regulations for the Conduct of the Work of the National Advisory Committee for Aeronautics", were adopted, subject to approval of the President, as required by the act creating the Committee.

RULES

1. The Committee may exercise all the functions authorized in the Act establishing an Advisory Committee for Aeronautics.

2. The Committee, under regulations to be established and fees to be fixed, shall exercise its functions for the military and civil departments of the Government of the United States, and also for any individual, firm, association, or corporation within the United States; provided, however, that such department, individual, firm, association, or corporation shall defray the actual cost involved.

3. No funds shall be expended for the development of inventions, or for experimenting with inventions for the benefit of individuals or corporations.

REGULATIONS FOR THE CONDUCT OF THE COMMITTEE

ARTICLE I Meetings.

1. The annual meeting of the Advisory Committee shall be held in the city of Washington, in the District of Columbia, on the Thursday after the third Monday of October of each year. A semiannual meeting of the Advisory Committee shall be held on the Thursday after the third Monday in April of each year, at the same place.
2. Special meetings of the Advisory Committee may be called by the Executive Committee, by notice served personally upon or by mail or telegraph to the usual address of each member at least five days prior to the meeting.
3. Special meetings, shall, moreover, be called in the same manner by the Chairman upon the written request of five members of the Advisory Committee.
4. If practicable, the object of a special meeting should be sent in writing to all members, and if possible a special meeting should be avoided by obtaining the views of members by mail or otherwise, both on the question requiring the meeting and on the question of calling a special meeting.
5. Immediately after each meeting of the Advisory Committee a draft of the minutes shall be sent to each member for approval.
6. There shall be monthly meetings of the Executive Committee.

ARTICLE II Officers.

1. The officers of the Advisory Committee shall be a Chairman and a Secretary, who shall be elected by the Committee by ballot, to serve for one year.
2. The Chairman shall preside at all meetings of the Committee and shall have the usual powers of a presiding officer.
3. The Secretary shall issue notices of meetings of the Committee, record its transactions, and conduct the correspondence relating to the Committee and to the duties of his office.

ARTICLE III

Committees

1. There shall be an Executive Committee which shall consist of seven members, to be elected by the Advisory Committee by ballot from its membership, for one year. Any member elected to fill a vacancy shall serve for the remainder of his predecessor's term. The Executive Committee shall elect its Chairman.

2. The Executive Committee in accordance with the general instructions of the Advisory Committee, shall control the administration of the affairs of the Committee, and shall have general supervision of all arrangements for research, and other matters undertaken or promoted by the Advisory Committee and shall keep a written record of all transactions and expenditures, and submit the same to the Advisory Committee at each stated meeting and it shall also submit to the Advisory Committee, at the annual meeting, a report for transmission to the President.

3. The Executive Committee is authorized to collect serological information, and such portion thereof as may be appropriate may be issued as bulletins or in other forms.

4. (as amended) There may be sub-committees appointed by the Executive Committee, the chairman of which shall be members of the Advisory Committee, and the other members of which may or may not be members of the Advisory Committee.

5. All officers and all members of committees hold office until their successors are elected or appointed.

ARTICLE IV

Finance.

1. No expenditures shall be authorized or made except in pursuance of a previous appropriation by the Advisory Committee, or by authority granted by the Advisory Committee to the Executive Committee.

2. The fiscal year of the Committee shall commence on the first day of July of each year.

3. The Executive Committee shall provide for an annual audit of the accounts of the Advisory Committee, and shall submit to the annual meeting of the Advisory Committee a full statement of the finances and work of the Committee, and a detailed estimate of the proposed expenditures for the succeeding fiscal year.

4. The Paymaster General of the Navy shall be the disbursing officer for such funds as may be appropriated for the use of the Advisory Committee. The Chairman of the Advisory Committee or the Chairman of the Executive Committee, if authorized by the Advisory Committee, shall approve all accounts for the disbursement of funds.

5. Contributions of funds or collections for any purpose for aeronautics may be made to the Smithsonian Institution, and disbursements therefrom shall be made by the said Institution.

ARTICLE V

Amendments.

1. Amendments to these Rules and Regulations may be made at any stated meeting by a two-thirds vote of the Advisory Committee, subject to approval by the President.

Upon motion duly seconded and carried, the Secretary was instructed to prepare a copy of the rules and regulations, and a letter transmitting the same to the President, and that a committee composed of the Chairman and two members to be selected by him should present same to the President at such time as he would receive them.

The Chairman thereupon selected Professor Joseph S. Ames, and Captain Mark L. Bristol, U.S.N., as the other members of the committee.

Upon motion duly seconded and carried, a committee on nominations was appointed by the Chairman, composed of Dr. S.W. Stratton, Professor Charles P. Marvin and Captain Mark L. Bristol, U.S.N., who were directed to submit nominations for the regular offices of Chairman and Secretary of the Advisory Committee and for the members of the Executive Committee.

The Committee then, upon motion duly seconded and carried, took a recess pending call by the Chairman, at 12:15 p.m.

The Committee met again upon call of the Chairman and was called to order at 4:30 p.m. of the same day in the same place.

Present: Brig. Genl. George F. Scriven, U.S.A.

Lieut. Col. S. Robert, U.S.A.

Captain Mark L. Bristol, U.S.N.

Naval Constructor H. O. Richardson, U.S.N.

Dr. S. F. Stratton
Prof. Charles F. Marvin
Hon. Byron R. Horton
Prof. William F. Durand
Prof. Michael I. Pupin
Prof. John F. Hayford

The Committee appointed to see the President reported they had as yet been unable to arrange for an appointment.

Upon motion duly seconded and carried it was then decided to be expedient to proceed to a regular organization under the rules as proposed, subject to their approval by the President.

The report of the Nominating Committee was read, and accepted unanimously, and by motion duly seconded and carried, the Secretary was instructed to cast the ballot of the Committee for same, and the regular officers and the members of the Executive Committee were declared elected as follows:

Chairman - General George F. Serrin, U.S.A.
Secretary - Heral Constructor H.C. Richardson, U.S.N.

Executive Committee -

Professor Joseph S. Ames
Captain Mark L. Bristol, U.S.M.
Professor Charles F. Marvin
Professor W. I. Pupin
Lieut. Colonel L. Reber, U.S.A.
Dr. S.F. Stratton,
Professor Charles D. Walcott

The regular officers then assumed their duties and the Committee proceeded to the consideration of matters brought before it.

Upon motion duly seconded and carried it was

Resolved: That the Executive Committee, during the intervals between the stated and special meetings of the Advisory Committee, shall have and may exercise all of the rights and functions of the Advisory Committee within any special limitations as to appropriation of money or otherwise which the Advisory Committee may have imposed.

Upon motion duly seconded and carried it was

Resolved: That the Executive Committee be directed to consider a program of investigation and procedure which shall

be intended to carry into practical effect the purposes of the Act creating the Advisory Committee and to report the same with recommendations.

Upon motion duly seconded and carried, it was decided that the meeting place of the Committee should be in the State War and Navy Department Building, and that the Executive Committee should be instructed to make the necessary arrangements for a suitable room in that building for the meetings, for the keeping of records and for the Secretary's Office, which room should also serve as Headquarters for the Committee.

Upon motion duly seconded and carried, it was decided that it was the policy of the Committee to handle only such correspondence as may be addressed to it direct, or such matters as may be referred to it by other Departments involving matters of interest coming within the scope of the work for which the Committee was created.

The Chairman announced that a meeting of the Executive Committee would be held immediately after the adjournment of the Advisory Committee.

There being no further business before it, the Committee then at 5:20 p.m. adjourned until the next regular meeting.

H. C. Richardson
Secretary.