

TNI Policy Committee Meeting Summary
Monday, August 5, 2013
Forum on Laboratory Accreditation, San Antonio, TX

1. Welcome, Roll Call and Announcements

The meeting was called to order by Alfredo at 11 am Eastern. Committee member attendance is recorded in Appendix A; guests were present but not recorded.

2. Beta Test of Committee Chair Training

Sharon Mertens, the TNI Board Chair, presented a training course that she and Alfredo had developed for committee chairs (of all except Expert Committees,) based on the recently revised SOP 1-101, Committee Operations. The following comments were noted, concerning the presentation as offered in its draft form.

- Requirements for meeting notices were discussed, with some differences noted between requirements and actual practice. Normal meeting times are posted to the TNI website but the teleconference information and agenda are typically sent out just a few days in advance.
- Reference to General “Principals” should be “Principles”
- No alternates or proxies allowed
 - Should clarify that NELAP AC has state-appointed alternates who ARE allowed to vote if the designated AB representative is absent
 - Others can sit in to listen, but not vote (participate as associate members)
 - Expert committee meetings are required by ANSI to be open to the general public, not just TNI members
- Definition of Membership
 - Should say “by virtue of” instead of “in virtue of”
 - “Ex officio” needs clarification, since this is different for the Board (federal representatives as well as the TNI Executive Director) than for committee membership (TNI-designated positions included, only)
 - Committee member applications should have an expiration date, and there needs to be some systematic way of tracking the disposition of applications once committee chairs are notified
- Revise to say not more than one member from an organization is permitted on any particular committee; representatives from the organization may participate in as many committees as the organization chooses, but only one per committee
- Do we need a slide for how to determine stakeholder affiliation? The SSAS committee needs to be included in the upcoming revisions to define stakeholder groups for individual TNI programmatic activities
- How do we respond to someone who applies “for any committee”? Currently, no one responds. Can we develop an automated system?
- SOPs 1-101 (TNI committees) and 2-101 (TNI Expert Committees, meeting requirements for consensus standards development) should have harmonized definitions for dominance and avoiding dominance. For instance, the National Fire Protection Association (NFPA, which was

the example for many TNI organizational structures) allows 1 year to resolve dominance issues. Should we establish a timeframe?

- Committee Membership
 - We should review language “absent without an excuse”? Some suggested taking it out.
 - Add that committee members notify chair if going to be absent.
 - Should review language saying that committee member may be removed by TNI BoD. Does it really need to be at that level? Perhaps Expert Committee members could be adjudicated by the Consensus Standards Development Executive Committee (CSD EC)
 - Is it necessary to have BoD chair confirm committee chair appointments (or only object with cause?) For Expert Committees only, it may be prudent to have CSD EC approval of new committee chairs.
 - The consensus of meeting attendees (guests and members) was that the Committee Chairs should have the authority to dismiss members from a committee for non-participation
- Duties of committee chair
 - Can delegate to staff or vice-chair
 - Should add requirement to update charter and provide annual report to Board
 - May need to re-visit providing minutes in 5 days
 - Notice of face-to-face (in-person) meetings likely needs to be more than 7 days – perhaps 3 weeks?
 - Each committee must choose and abide by its decision making rules
 - Note that it requires a 2/3 majority of the full committee to adopt a recommendation of a subcommittee chartered by the chair
- Meeting agendas
 - Emphasize that agendas for national meetings are needed 30 days in advance
- Add the Microbiology Committee to the listing of Expert Committees
- Change CSDP to CSD Executive Committee
- Committee Composition – add definition of Affiliate in slides
- Move slide about Program Administrators closer to beginning, in the “general” portion of the presentation
- Joining an Expert Committee – Review and be certain to address ANSI essential requirements for publishing openings
- We noted that the Quality Systems and SSAS Expert Committees presently do not have assigned staff support, and recommend that this be reviewed when resources become available.
- Other factors:
 - Review charter “at least annually,” and consider aligning with TNI fiscal year (have charters submitted in March/April timeframe)
 - Review timeline for annual report, currently at the end of the calendar year. Does it need to be changed to align better with the TNI fiscal year, June 30?
 - Under Additional Guidelines, a correction should be made to change “and issue” to “an issue”
- Clarify Ethical Principles – does not prohibit business transactions during conferences. Shorten these slides.

- Suggest that this training be presented to committee chairs, possibly developed as a webinar. Consider an article in the next newsletter.

3. Discussion of Revised Draft Guidance about Member Conduct

After Sharon finished, Alfredo discussed a guidance document approved by the Policy Committee pending review by the TNI Board, concerning committee member participant conduct. Comments on this document were that a definition of “consensus” should be included. Participants suggested that Sharon’s talk be presented to committee chairs and the Committee Member Conduct Guidance should be presented somehow to all others. A suggestion to consider an article in the next newsletter was well received.

4. Next Meeting

Policy Committee will meet again on Friday September 6. Teleconference information and an agenda will be circulated in advance of the meeting.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Wisconsin Dept. of Natural Resources, Madison, WI alfredo.sotomayor@Wisconsin.gov	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY patrick.brumfield@sial.com	PT Executive Committee	No
Silky Labie Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net		No
John Moorman South Florida Water Management District West Palm Beach, FL jmoorma@sfwmd.gov	NEFAP Executive Committee	No
Mei Beth Shepherd mbshep@sheptechserv.com		No
Susan Wyatt, Vice Chair Minnesota DOH, St. Paul, MN susan.wyatt@state.mn.us	NELAP AC	No
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	No
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
34	Review NELAC chapter 6 for needed policies and SOPs, applicable to the AC	Susan	3/15/13	Pending with AC
48	Review SOPs 1-101 and 2-101 for possible edits to assign responsibility to chairs for addressing committee member changes in stakeholder categories	Alfredo	6/5/13	Hold until stakeholder category revisions to Bylaws are completed
50	Review Bylaws for possible changes to stakeholder interest categories now that TNI's activities have expanded beyond NELAP and development of lab accreditation standards	Alfredo and possibly full committee	Changes conceptually agreed upon, to include changes permitting ExOfficio members to vote, 7/26/13	Fall 2013
51	Continue review of NEFAP SIR SOP	Full committee to take up at future business meeting	Deferred until after Bylaws revision	
52	Add voting privileges for Ex Officio Board members to Bylaws revisions for consideration	Full committee	Changes conceptually agreed upon, to include changes permitting ExOfficio members to vote, 7/26/13	
53	Develop and distribute summary of OMB guidance about voting rights of federal employees who serve as Ex Officio members of non-profit boards	Jerry	7/25/13	7/15/13, federal documents distributed

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
2	Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision making choices	10/5/12	
3	In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making...", some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes.	10/22/12	SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default.
6	--- (placeholder, 4&5 were completed)		