



SOP TITLE:	Nominations to the TNI Board of Directors
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1.0 Purpose and Applicability

The purpose of this standard operating procedure (SOP) is to establish the procedure used by the Nominating Committee of The NELAC Institute (TNI) for the nomination of members to the TNI Board of Directors.

2.0 Summary

The TNI Bylaws require a Nominating Committee develop a slate of candidates each year for nomination to be elected by the membership as Directors of TNI.

3.0 Related Documents

TNI Bylaws, Article IV.

4.0 Definitions

- a. Nominating Committee - A committee of at least three (3) members who are knowledgeable about the business of The NELAC Institute, and whose role is to develop a slate of candidates for election. Except for the Past Chair, none of the members shall be a member of the existing Board. See Article IV of the TNI Bylaws.
- b. Director - An individual elected by the TNI membership to serve on the TNI Board of Directors. See Article IV of the TNI Bylaws. The Board of Directors “shall have supervision, control, and direction of the affairs of The NELAC Institute; shall determine its policies or changes within the limits of the law or the Bylaws and Articles of Incorporation; shall actively pursue its mission; and shall have discretion in the disbursement of its funds. It may adopt such rules for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such agents as it may consider necessary.”

c. Stakeholder Groups

The relevant stakeholders groups are defined as follows:

- i. Accreditation Bodies - This stakeholder group includes the National Environmental Laboratory Accreditation Program (NELAP)-recognized accreditation bodies, non-NELAP recognized accreditation bodies, and the National Environmental Field Activities Program (NEFAP) accreditation bodies.
- ii. Accredited Organizations - This stakeholder group includes accredited organizations (either NELAP or other accreditation programs) from the following categories:
 - commercial laboratories,
 - municipal laboratories,
 - state laboratories,
 - federal laboratories,
 - field measurement organizations, and
 - field sampling organizations.
- iii. Other - This stakeholder group can include federal agencies, regulated industries, and other stakeholder groups such as proficiency testing (PT) providers, vendors, contractors, and so forth.
- d. Non-NELAP Accreditation Body – A state or third party Accreditation Body that is not recognized by TNI under either NEFAP or NELAP.

5.0 Process

- a. The process used for nomination and nomination application forms will be posted on the TNI website. The solicitation period will be a minimum of sixty (60) days. A solicitation to the membership for nominations will also be on the website at the same time.
- b. The Nominating Committee will gather all nomination applications from the full TNI membership.
- c. The Nominating Committee will identify the candidates from the slate of nominees.
- d. The composition of the Board must meet the requirements of Article IV, Section 1 of the TNI Bylaws:

The Board of Directors shall consist of no fewer than ten (10) or more than eighteen (18) members. The Directors shall be chosen, insofar as possible, to represent the varied interests and areas of expertise and competency that are of concern to The NELAC Institute. At least three (3) Directors shall be representatives of recognized accreditation bodies and at least three (3) Directors shall be representatives of accredited laboratories. Other Directors may include representation, to the extent practical, from all relevant stakeholder groups. No one stakeholder group shall have a majority on the Board. Ex officio (non-voting) Directors may be appointed by the Board of Directors.

- e. The Chair of the Nominating Committee will contact potential candidates and ask their willingness to serve, if the individual was nominated by another individual. This step will not be conducted for self-nominations. The Nominating Committee may request additional information about the qualifications of a candidate, if an application is not complete or it is considered necessary for the decision process.
- f. The Nominating Committee will prepare the final slate of candidates with the length for their service. The length of the term could be between one (1) and three (3) years, or until their successors are elected. Directors may serve additional terms of office. The final slate will be sent to the current Board and the Executive Director, as a courtesy, not for their approval.
- g. The Executive Director will announce to the TNI membership the upcoming elections and the process that will be followed. The elections will be conducted electronically.

6.0 Stakeholder Groups and Balanced Representation

6.1 Elected Directors

In accordance with the bylaws, at least 3 Directors must be from Accreditation Bodies, and at least 3 Directors must be from Accredited Laboratories. To ensure lack of dominance, no more than eight (8) total from the sub-groups below may be Directors. In all cases, nominees must be chosen from different organizations. For example, two (2) members of the same state agency or two (2) members of the same laboratory could not serve on the Board at the same time. The numbers provided in the subsections below are goals based on applications received. The goal is to accomplish a balanced representation of stakeholders. In order to determine the level of participation for each stakeholder group, the following criteria will be used:

- a. Accreditation Bodies:
 - i. NELAP-recognized accreditation bodies - Minimum of three (3) and maximum of five (5).
 - ii. Non-NELAP accreditation bodies - Minimum of one (1) and maximum of three (3).
 - iii. NEFAP-recognized accreditation bodies - Minimum of one (1) and maximum of three (3).
- b. Accredited Organizations - Minimum of three (3) and maximum of eight (8). Not all nominees can be chosen from the same category. For example, five (5) nominees cannot be selected from state

laboratories. The objective is to recognize contributions from public and private laboratories, large and small.

- c. Others: Minimum of three (3) and maximum of eight (8). Not all nominees can be from the same category. This category includes state officials who do not operate accreditation programs, consultants, PT providers, regulated industry and other stakeholder categories. The goal is to have representation from various stakeholder categories, public and private

6.2 Ex Officio Directors

Federal agencies are invited by the Board to participate in a non-voting liaison capacity as ex officio members. At the request from the Board, the Nominating Committee will contact the federal agencies/departments and request the appointment of an employee from their agency/department. Since these are non-voting members invited by the Board, there are no minimum and maximum numbers for this member category. The terms for these appointments are decided by the Board in collaboration with the appointed official on a case by case basis.

Note: It is important to TNI to retain federal appointments on the Board to maintain the liaison that is needed with federal agencies on a continuous basis.

7.0 Additional Provisions

- a. The process of identifying candidates will start by filling the minimum number in each stakeholder group. This will then be followed with the selection of the best candidates independent of representation and conclude with ensuring no group is over-represented, according to the goals established.
- b. The membership status of the candidate will be checked by the Nominating Committee.
- c. To the extent practical, the Nominating Committee will try to maintain a balance between the public and private sector.
- d. According to Robert Rules of Order, "Members from the nominating committee are not barred from becoming nominees for office themselves. To make such a requirement would mean first, that service on the nominating committee carried a penalty by depriving its members of one of their privileges; and, second, that appointment to the nominating committee could be used to prevent a member from becoming a nominee." Therefore, Nominating Committee members are eligible for positions on the Board.

8.0 SOP Approved Changes

Prev. SOP Revision	New SOP Revision	Date of change	Description of Change
	1.0	2/8/2011	Incorporate the FSMO program by allowing NEFAP ABs and organizations. See Section 6.0. Incorporate changes from 2010 Bylaws in Section 5.0.
	1.1	3/14/2011	Editorial Corrections
	1.2	3/20/2012	Revised Section 6.0; Revisions for clarity as suggested by the Policy Committee