



SOP TITLE:	TNI NELAP Accreditation Council General Operation Procedures
SOP NO.:	3-100
REVISION NO:	0.1

Committee:	NELAP Accreditation Council	Approved Date:	
Program:		Approved Date:	
Policy Committee Reviewed Date:			
TNI Board of Directors Endorsed Date:			
SOP Effective Date:			05/07/07

1.0 Purpose and Applicability

The TNI NELAP Accreditation Council meetings are a critical element of the National Environmental Laboratory Accreditation Program (NELAP), as it is during these meetings that a number of important decisions are made to assure the success of this program. The procedures established below are to assure that all meetings of the TNI NELAP Accreditation Council are conducted consistently and that each AB has representation.

These procedures apply to all meetings of the NELAP Accreditation Council.

2.0 Summary

This SOP details rules for membership participation; how, when, and by whom meetings shall be called; and the circumstances under which voting shall take place.

3.0 General Operating Procedures

3.1 Membership Participation

- 3.1.1 A single primary member for the NELAP Accreditation Council will be selected by each NELAP Accreditation Body (AB) to represent its program during all meeting discussions and voting during the meetings.
- 3.1.2 A single alternate member for the NELAP Accreditation Council will also be selected by each AB to represent its program if the primary member for the AB is not available for a meeting discussion or voting session during the board's meetings.
- 3.1.3 If either the primary or alternate representative cannot attend a meeting, the primary representative may submit a non-voting representative to the NELAP Accreditation Council Chair prior to the meeting.
- 3.1.4 Although any staff member within any AB program is welcome to listen to the discussion, it is expected that only the primary representative or alternate or non-voting representative will speak in the primary's absence.

3.2 Meetings

- 3.2.1 The Accreditation Council may meet in person or via conference call.
- 3.2.2 The Chair has the authority and responsibility for calling meetings, normally monthly.
- 3.2.3 The NELAP Chair and Program Administrator will work together to produce the upcoming meeting agenda. Voting to approve the previous meeting minutes will be a standing item on the agenda.
- 3.2.4 The Program Administrator will send out the draft meeting agenda one week prior to the meeting with the meeting reminder and call-in number, as needed. The reminder will include a call for changes or additions to the agenda.
- 3.2.5 The Program Administrator is responsible for the meeting notes, producing a short summary of each topic covered during the meeting.

3.3 Voting

- 3.3.1 Products generated within the NELAP Accreditation Council meetings must be voted on prior to being finalized.

TNI NELAP Board General Operating Procedures

3.3.2 All voting will be conducted in accordance with the NELAP Accreditation Council's approved Voting Procedures.

3.3.3 In order to ensure that a quorum is present, voting sessions should be announced on the agenda prior to the meeting in which the voting session will take place. The agenda will note if a full quorum is required for the vote.

4.0 SOP Approved Changes

Prev. SOP No.	New SOP No.	Date of Change	Description of Change
0	0.1	06/10/10	Change Board to Accreditation Council to reflect organizational change.